

CHANTRY ACADEMY

JOB DESCRIPTION



Title:	Teacher of English
Salary:	MPR / UPR
Contract:	Permanent
Effective from:	January 2022
Responsible to:	Executive Headteacher, via Vice Principal (Student Progress) via Head of Department

Chantry Academy Vision – to provide learning that ensures everyone has the skills to be **Versatile**, the opportunities to exceed their **Aspirations**, the knowledge to be **Learned**, the empathy to be **Understanding**, the enthusiasm to be **Engaged** and the encouragement to be **Determined**. Our community is always **VALUED**.

This job description comprises sections on General and Particular Duties.

In addition to carrying out the professional duties of a school teacher as described in the current School Teachers' Pay and Conditions Document, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

Generic Staff Requirements:

- Assist in leading the Academy in line with a shared strategic vision
- Raise student attainment so that all students successfully progress through the school to further and higher education and quality employment
- Place the Academy and its facilities and resources at the heart of the community it serves.
- Model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the Academy and leading by example.
- In collaboration with others, review the impact of actions taken and respond accordingly
- Ensure that the personal and social development of students results in responsible and active citizens graduating from the Academy
- Play a key role in ensure effective implementation of the school's safeguarding and equal opportunities policies.

MAIN/CORE DUTIES

Achievement and Standards

- To ensure students make progress against agreed targets.
- To identify students, vulnerable groups, classes that are at risk of underachievement and implement appropriate intervention strategies.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To act as a form tutor for one tutor group.
- To ensure all assessment is carried out according to academy policy.

Communication

- To ensure effective communication/consultation as appropriate with the parents/carers of students.

Pastoral

- To monitor and support the overall progress and development of students within the subject.
- To monitor students' progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary.
- To monitor students' attendance within the curriculum area and as a tutor.
- To contribute to and implement the academy policy on rewards and support and take responsibility for student behaviour.
- To ensure the academy Behaviour Policy is implemented.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the parents/carers of students and with persons or bodies outside the academy concerned with the welfare of individual students after consultation with the appropriate staff.
- To ensure appropriate reading materials are made available for those students who are not accessing full time provision.
- To ensure SEN of identified students are met.

Additional duties

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area.
- To attend, where required, all meetings.
- To plan and prepare courses and lessons.
- To contribute to the whole academy's planning activities.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral or written assessments, reports and reference relating to individual students or groups of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students that meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain relationships and standards of student conduct in accordance with the academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, subject area and academy procedures.
- To mark, grade and give summative and formative assessment information as required for assessment policy.
- To lead, develop and deliver cross-curricular and extracurricular activities and ensure a quality learning experience for students.
- To ensure high quality learning environment is maintained in subject area.
- To work co-operatively and collaboratively with others in the department and across the academy.

Other specific duties

- To continue personal development as agreed at Performance Management review.
- To engage actively in the Performance Review process.
- To address the Performance Management targets set by the line manager each year.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- To play a full part in the life of the academy community, to support its values and aims and to encourage staff and students to follow this example.
- To actively promote and adhere to the academy's policies and procedures.

This job description is not necessarily a comprehensive definition of the post. It is open to periodic review by appropriate consultation. The duties and responsibilities may vary from time to time according to the changing needs of the academy.

Other tasks may, therefore, be added by negotiation. These include tasks that the Executive Headteacher may reasonably require from time to time and/or others that the departmental Leader is enthusiastic about.

The Executive Headteacher and Governors are all committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. We ensure safer recruitment procedures are effectively in place, and DBS checks or police vetting will be required for all posts.