



**CHELLASTON ACADEMY
JOB DESCRIPTION**

FROM: September 2021

JOB TITLE: SUBJECT TEACHER ENGLISH

PAY SCALE: MPS / UPS

PERSONNEL RESPONSIBILITY:

Responsible to: Headteacher, SLT Line Manager, HOS, SPL

Responsible for: The teaching of English

GENERAL DUTIES AND RESPONSIBILITIES:

- To inspire success in all students and staff within the English department.
- To help raise the achievement of all learners within English.
- To work in accordance with the Academy's aims, policies, vision and mission statement.
- To maintain a good climate for teaching and climate for learning among the pupils, safeguarding their health and safety at all times.
- To help develop an excellent learning environment for students where learning is fully inclusive.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To support the Headteacher in promoting the ethos of the school.
- To work in accordance with the Academy's values at all times.

CORE REQUIREMENTS OF THE POST:

As a teacher of English you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions and Teacher Standards Document.

This post:

- Must focus on teaching and learning.
- Requires you to exercise your professional skill and judgement.

- Must have impact on the educational progress of students.

PURPOSE

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the classes taught.
- To develop and enhance the teaching skills and strategies in line with the teacher standards.
- To support and challenge student groups in their learning.
- To help build independent life-long learners.

CORE DUTIES

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties expected within the teacher standards.
- Plan lessons to meet learning objectives.
- Make effective use of data to plan learning.
- Have a clear understanding of subject progression.
- Give appropriate feedback through a variety of sources to promote further learning.
- Carefully frame questions to ascertain understanding and promote further learning.
- Use peer and self-assessment to further enhance learning.
- Set clear curricular targets for each student/group.
- Teachers are expected to support the personalised learning agenda, i.e. tailor education to ensure that every student achieves and reaches the highest standards possible.
- To ensure that the desired standard of students' presentation, effort and learning are achieved.
- To take part in developing the department's curriculum area with respect of any specific need associated with teaching and learning.
- To participate in and contribute to professional development and appropriate in-service training.

Pastoral Provision

- To monitor student attendance together with 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 ensure the behaviour management systems are implemented in your teaching so that effective learning can take place.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the tutor standards.

Communications

- To ensure that you are familiar with the Academy's aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner academies, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies as and when necessary to further enhance the learning of students.

Additional Duties

To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Duty of Care:

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them. Your Headteacher is responsible for maintaining a time budget on which you have been/will be consulted.

All adults who work with, and on behalf of, children are accountable for the way in which they exercise authority; manage risk; use resources and safeguard children and young people.

Whether working in a paid or voluntary capacity, these adults have a duty to keep children and young people safe and to protect them from sexual, physical and emotional harm. Children and young people have a right to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of children and young people. Failure to do so may be regarded as neglect.¹

The duty of care is in part exercised through the development of respectful and caring relationships between adults and children and young people. It is also exercised through the behaviour of the adult, which at all times should demonstrate integrity, maturity and good judgment

Everyone expects high standards of behaviour from adults who work with children and young people. When individuals accept such work, they need to understand and acknowledge the responsibilities and trust inherent in that role

Employers also have a duty of care towards their employees, both paid and unpaid, under the Health & Safety at Work Act 1974.² This requires them to provide a safe working environment for adults and provide guidance about safe working practices. Employers also have a duty of care for the well-being of employees and to ensure that employees are treated fairly and reasonably in all circumstances. The Human Rights Act 1998 sets out important principles regarding protection of individuals from abuse by state organisations or people working for those institutions. Adults who are subject to an allegation should therefore be supported and the principles of natural justice applied.

The Health & Safety Act 1974 also imposes a duty on employees³ to take care of themselves and anyone else who may be affected by their actions or failings. An employer's duty of care and the adult's duty of care towards children should not conflict. This 'duty' can be demonstrated through the use and implementation of these guidelines

This means that adults should:

- *Understand the responsibilities which are part of their employment or role and be aware that sanctions will be applied if these provisions are breached*
- *Always act and be seen to act in the child's best interests*
- *Avoid any conduct which would lead any reasonable person to question their motivation and intentions*
- *Take responsibility for their own actions and behaviour*

This means that employers should:

- *Ensure that appropriate safeguarding and child protection policies and procedures are adopted, implemented and monitored*
- *Ensure that, where services or activities are provided by another body, the body concerned has appropriate safeguarding policies and procedures*
- *Foster a culture of openness and support*
- *Ensure that systems are in place for concerns to be raised*
- *Ensure that adults are not placed in situations which render them particularly vulnerable*
- *Ensure all adults have access to and understand this guidance and related, policies and procedures*
- *Ensure that all job descriptions and person specifications clearly identify the competences necessary to fulfill the duty of care*

1. *WT 2006 page Chapter 1 page 38*

2. *Health & Safety at Work Act 1974 Part 1, Section 2 (1) and (2)*

3. *Health and Safety at Work Act 1974 Part 1, Section 7*