

JOB DESCRIPTION: TEACHER OF ENGLISH

Faculty:	English
Responsible to:	Head of Faculty
Responsible for:	Carrying out the professional duties set out in the Teachers' Pay and Conditions Document as directed by the Principal within the context of the job description set out below in a wholly satisfactory manner.
Purpose:	To teach English and other subjects as appropriate throughout the Academy to students aged 11 to 16. To have pastoral oversight of a specific tutor group or similar responsibility. To play a full part in the life of the Academy community.
Salary Grade:	Main Scale/Upper Scale

GENERAL RESPONSIBILITIES:

TEACHER:

1 Curriculum

- 1.1 To plan, prepare, teach and evaluate lessons throughout an agreed age and ability range in accordance with statutory requirements, Academy aims and objectives, Academy policies and Faculty/Departmental Schemes of Work.
- 1.2 To ensure a high quality learning experience for students which meets internal and external quality standards and develops independent learning.
- 1.3 To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 1.4 To ensure that the teaching of key skills and cross curricular themes, skills and dimensions are reflected in the teaching and learning experience of students.
- 1.5 To participate, as required, in preparing teaching and programs of work.
- 1.6 To be aware of national strategies that are relevant to them e.g. literacy, numeracy, ICT and have incorporated these as appropriate into their teaching.

2 Students

- 2.1 To support the Academy policy on behaviour, discipline and student welfare in the classroom. To communicate problems of a pastoral nature through established procedures.
- 2.2 To display students' work and maintain a tidy, safe and stimulating working environment.

- 2.3 To liaise with the Head of Support for Learning and the form tutor over students with special educational needs and to modify teaching and learning accordingly ensuring targets outlined in a student's Individual Education Plan are pursued.
- 2.4 To promote the use of the Learning Resources Centre.
- 2.5 To keep a record of student attendance at, and punctuality to, lessons and report any notable observations to the form tutor.
- 2.6 To ensure that homework is set and recorded in the student planner.
- 2.7 To maintain good order and discipline ensuring health and safety including training students in the safe and appropriate use of equipment.
- 2.8 To set and maintain high standards of student work in the classroom.
- 2.9 To refer any Child Protection concerns to the designated Child Protection Officer in the Academy.

3 Assessment

- 3.1 To assess students' work in accordance with statutory requirements and Academy and Faculty/Departmental policies. To maintain a record of students' attainments. To use assessments to diagnose individual strengths and weaknesses and to inform teaching and learning
- 3.2 To complete monitoring, write reports on students and attend meetings with parents.
- 3.3 To assist in setting and marking internal examinations.
- 3.4 To ensure that external examination requirements are satisfied.
- 3.5 To recommend individual students for particular examination courses.
- 3.6 To set realistic and challenging targets for student improvement.

4 General

- 4.1 To contribute to the development of effective subject links with external agencies e.g. feeder primaries, partner secondaries, industry, community and Higher Education.
- 4.2 To work as a member of a designated team and contribute positively to effective working relations within the Academy by attending all appropriate meetings.
- 4.3 To set cover work when on leave of absence/known absence.
- 4.4 To supervise groups of students whose teacher is not available to teach them (as appropriate).
- 4.5 To take reasonable care of Faculty/Department resources and to account for any equipment used.

TUTOR

5 Main Responsibilities are:

- 5.1 To offer care and support to students in all aspects of their Academy life and prepare them for adult life.
- 5.2 To develop an understanding and knowledge of the whole tutor group and each student as an individual, promoting, monitoring and evaluating their progress and keeping up-to-date student records as may be required.
- 5.3 To enable students to play an active role in all aspects of SMSC education and the Academy's tutorial, PSHCE, citizenship and enterprise programs.
- 5.4 To undertake all responsibilities to ensure the smooth day-to-day running of the Academy.
- 5.5 To support the Academy in meeting its legal requirements for a daily act of collective worship.

6 **Whole Academy**

- 6.1 To play a full part in the life of the Academy community supporting its distinctive mission and ethos and actively promoting its policies and practices.
- 6.2 To undertake duties before Academy, at break and after Academy on a rota basis.
- 6.3 To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Outstanding 100, Christmas Concert and other liaison events.
- 6.4 To help implement and adhere to the Academy quality procedures and take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral function of the Academy.
- 6.5 To contribute to whole Academy planning and evaluation via the Faculty/Departmental operational plan and implementation.
- 6.6 To engage actively in the Performance Management Review process.
- 6.7 To participate in the Academy's staff development program by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review, Faculty training plan and whole Academy training plan.
- 6.8 To ensure that you take care of your own Health and Safety and that of your colleagues in line with the Academy's policy.
- 6.9 To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- 6.10 To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- 6.11 To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society.

NOTES:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment of Teachers.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is current at the date shown, but following consultation, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The duties may be varied to meet the changing demands of the MAT/Academy at the reasonable discretion of the Executive Principal/Principal.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.