

JOB DESCRIPTION & SPECIFICATION

Academy: Darwen Vale High School

Job Title: Teacher of English

Reporting to: Assistant Principal - English

Contract Basis Full Time

Overall Purpose of the Role:

To be responsible supporting the English Department and Assistant Principal - English

Key Duties:

To strategically plan for the development of the following areas demonstrating impact of these on learning and progress of pupils:

- To assist and support pupil academic progress and emotional development
- To work with colleagues as appropriate to raise standards of achievement and attainment with the goal that all pupils make expected levels of progress or better
- To play a full part in the life of the academy community, to support its distinctive aims, values and ethos and to encourage staff and students to follow this example.
- **Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge; keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships and work with parents/carers in the best interests of their pupils.**

Key Responsibilities:

In addition your key responsibilities will include:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.

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- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, literacy, numeracy and academy subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the academy's Behaviour Policy.
- To undertake assessment of students as requested by external examination bodies, departmental and academy procedures.
- To mark, grade and give written/verbal, active and informative feedback as required following academy policies.
- To assist in the development of appropriate resources, schemes of work, marking policies and teaching strategies in the Subject Area.
- To contribute to the Subject Area's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole academy's planning activities.
- To take part in the academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Appraisal process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the academy.
- To maintain appropriate records and to provide relevant accurate and up-to-date information to MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Pastoral Responsibilities:

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and wellbeing of individual pupils.
- To liaise with a Head of Year to ensure the implementation of the academy's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.

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- To contribute to the preparation of action plans and other reports.
- 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 of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PHSCEE and citizenship and enterprise according to academy policy.
- To apply the Behaviour Policy so that effective learning can take place.

Accountability:

- To contribute to the process of monitoring and evaluation of the Subject Area in line with agreed academy procedures.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.
- To ensure that all of the teacher standards (as attached) are met and a serious commitment is shown to improving, evaluating and developing teaching practice based on those standards to an excellent standard.

Other Responsibilities

Operating at all times within the stated policies and practices of **Darwen Vale High School** and the wider Trust.

Abiding by and practicing the Aldridge Education Operating norms:

- We are Aldridge Education
- The standard is excellence
- We champion equality
- We're in the work together
- We behave with integrity
- We lead by example
- We use time well

Equal Opportunities

- To know and adhere to the **Darwen Vale High School** equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

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Health and Safety

- To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.
- To co-operate with the **Darwen Vale High School** insofar as is necessary to enable it to comply with its duties under relevant health and safety legislation.

Safeguarding of Children Young people and Vulnerable Adults

To be aware of and work in accordance with the **Darwen Vale High School** safeguarding child protection policies and procedures in order to safeguard and promote the welfare of children and vulnerable adults and to raise any concerns relating to such procedures which may be noted during the course of duty.

The post holder will be required to have a valid Enhanced Disclosure and Barring Service (DBS) certificate and be re-checked every 3 years as per **Darwen Vale High School** procedures.

Signed by	
Print Name	
Dated	

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Requirements	Essential	Desirable
<i>Education</i>		
Qualified Teacher Status	✓	
Relevant Degree	✓	
Experience of teaching in the 11-16 sector	✓	
<i>Experience</i> <i>Applicants should be able to demonstrate from their experience and current practice the ability to:</i>		
Prioritise, plan and organise	✓	
Act as a role model for pupils and staff by setting high personal and professional standards	✓	
Motivate and inspire pupils, staff, parents, governors and the wider community	✓	
Deal sensitively with people and resolve conflicts	✓	
Use appropriate leadership styles in different situations and understand their likely effects.	✓	
<i>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</i> <i>Applicants should be able to demonstrate a good knowledge and understanding of the following areas:</i>		
Has an understanding of current educational issues	✓	
Strategies for raising standards	✓	

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Effective learning and teaching strategies	✓	
Knowledge of the Secondary Curriculum and National Strategies	✓	
Use data effectively	✓	
Effective user of ICT.	✓	
Show awareness of whole school issues	✓	
The ability to translate vision into practice	✓	
Developed partnerships with stakeholders	✓	
Excellent subject knowledge and awareness of the latest initiatives in that subject	✓	
Able to deliver GCSE in English	✓	
SKILLS AND PERSONAL QUALITIES/CHARACTERISTICS <i>Applicants should be able to demonstrate from their experience and current practice the ability to</i>		
Enjoy working with, and for, young people, as well as adults	✓	
Be an excellent classroom practitioner able to secure pupil engagement in learning	✓	
Have the imagination, energy and capacity for hard work together with an enthusiasm to take on developments and challenges	✓	
Demonstrate the ability to identify tasks, and move projects forward to successful completion	✓	

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Possess excellent communication skills. Able to engage a variety of audiences	✓	
Ability to analyse issues and to think both creatively and strategically	✓	
Be a problem solver	✓	
Ability to apply and adapt national initiatives in a local context	✓	
A commitment to comprehensive and inclusive education	✓	
Be good at completing tasks, as well as starting them	✓	
Be willing to contribute to activities outside the timetable	✓	
Personable, approachable, whilst still inspiring respect and personal and professional credibility	✓	
Ability to work under pressure whilst maintaining a positive and creative attitude	✓	