

EATON HALL SPECIALIST ACADEMY

JOB DESCRIPTION

POST TITLE:	Teacher of English
RESPONSIBLE TO:	Assistant Headteacher
RESPONSIBLE FOR:	Support of all staff in their delivery of English
GRADE:	MPS (plus SEN allowance and Extraneous Duties Allowance)
POSTHOLDER:	TBC

GENERAL RESPONSIBILITIES:

1. To carry out the general and specific professional duties as set out in the School Teachers Pay and Conditions Document.
2. To maintain clear, effective and impartial communication between education and care staff, and the senior management team.
3. To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
4. To maintain good practice, be informed on current practice, and in liaison with the Headteacher, implement changes in accordance with developments in the education field.
5. To be conversant with, and work towards, fulfilling the school's aims and objectives as laid out in that policy document.

SPECIFIC DUTIES

1. To act as Teacher of English for the secondary age phase:
 - To develop a clear view of the nature of English and its contribution to the wider curriculum of the school, across the age range
 - To provide advice and documentation to help teachers to teach the subject and interrelate its constituent elements.

- To play a major part in organising the teaching and the resources of the subjects so statutory requirements are covered:
 - monitoring of teaching, learning and assessment and reporting practices
 - contribute to the overall evaluation of work in their subject against agreed criteria: to evaluation standards of achievement; to identify trends and patterns in pupils' performance
 - in consultation prepare agreed written policies and schemes of work, and where required present them to the Governing Body.
 - To co-ordinate and advise on aspects of English in any cross curricular or multi-disciplinary approach
2. To be responsible for the teaching and pastoral care (in liaison with the Childcare Officers) to a specified class group.
 3. To assist in the professional development of colleagues by involvement in relevant aspects of the school's Staff support and Development Programme.
 4. To establish with the teaching team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within the school, including the careful presentation of work and the care of books and equipment.
 5. To take part with colleagues in the development and implementation of changes in policies, syllabuses, materials and schemes of work especially in the context of the whole school curriculum including the National Curriculum.
 6. To carry out a share of supervisory duties in accordance with published rosters.
 7. To participate in meetings with colleagues and parents.
 8. To carry out teaching and consultancy work related to the School's outreach programme the specific nature of which will be agreed on a termly basis through team meetings and staff support and development programme.
 9. To take part in the initial Norfolk Steps training and in addition to participate in advanced Norfolk Steps training as directed by the Headteacher.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. In allocating time to the performance of responsibilities and duties the postholder must use directed time in accordance with the School Teachers Pay and Conditions Document and the Academy Trust's policies and the Academy's plans on the use of time.

The carrying out of extraneous duties is a requirement of the post (in accordance with nationally agreed rates and conditions). Currently teachers work no more than 4 hours per week.

REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder through the Academy's Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.