

Job Description



Teacher of English

School:	Hadleigh High School
Reports to:	Headteacher through Faculty Lead
Salary/Grade:	MPR - UPR
Hours/Weeks	Full time
Job Purpose:	The professional duties of all teachers, are set out in the STPC and describe the duties required of all main scale posts. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

- To teach as directed by the Headteacher.
- To work at the direction of the Headteacher to ensure the efficient delivery of the curriculum identified through Schemes of Work and in line with the National Curriculum.
- To promote attainment at the highest level of all students through effective teaching and learning.
- Identify and teach study skills that will develop students' ability to work independently.
- To regularly set homework, classwork, and controlled assessment in line with the agreed school policy.
- To undertake subject responsibility as reasonably directed by the Faculty Leader for Technology.
- To maintain in good order teaching room/area and resources for learning, including textbooks, student materials and equipment.
- To promote and celebrate achievement by students through the implementation of the school's rewards policy.
- To maintain effective discipline through implementation of the school's agreed procedures.

Recording and Assessment

- To maintain accurate and appropriate records of students' learning and achievements in line with other school and subject policies.
- To write regular reports to parents in accordance with the agreed school policy.
- Attend consultation evenings and keep parents informed about their child's progress.
- Use assessment data provided to set appropriate targets to raise progress of students.
- Update the Head teacher and governing body on the effectiveness of provision for students in Design Technology.

Standards and Quality Assurance

- Support the aims and ethos of Hadleigh High School
- Attend Open and Information Evenings as required by the Headteacher within the agreed school's time budget allocation
- To take part in the school's Performance Management scheme
- Attend appropriate meetings and professional development training with the agreed school's time budget allocation
- To inform Headteacher of concerns that may affect Health & Safety of school population
- To implement all agreed school policies
- Contribute to the school's programme of self-evaluation

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- Set a good example in terms of dress, punctuality and attendance
- Uphold the school's behaviour code and uniform regulations
- Attend team and staff meetings

Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parents/carers and others visiting or making contact with the Trust.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the Trust.
- To maintain an appropriate and professional distance with students in more informal situations.
- To celebrate and praise the achievements of staff and students.
- To deal with everyone in the Trust community in a manner which conveys mutual respect.
- Not to behave towards anyone in the Trust community in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the Trust's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times.
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

South Suffolk Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.