



Holyhead

Teach What Matters

Post Title and Grade	Teacher of English - 1 Year Fixed Term Maternity Cover MPS/UPS ECT's welcome
Reporting to	Director of Learning - English
Liaising with	Teaching Staff, Associate Staff
Areas of Responsibility and Key Tasks	
Core Responsibilities <ul style="list-style-type: none">• To teach English across the age and ability range• To prepare students for external examinations and assessments as directed by the Head of English or Key Stage Leaders	
Key Tasks <ul style="list-style-type: none">• To mark and assess students' work according to the school/Faculty policies• To attend and contribute to relevant meetings• To play an active part in the long term development of the Faculty• To prepare students for external examinations and assessments as directed• Ensure SOLs are in place, shared with staff and reviewed annually• Ensure regular assessments are in place and are used to inform Academic Profiles• To monitor student progress including data analysis and, where appropriate put in place intervention• Liaise with the Head of English or Key Stage Leaders when necessary and respond to the Subject Impact reports when required• To play a full part in the allocated Year Group – including carrying out duties as a Form Tutor, if appropriate• To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher	
Other Responsibilities <ul style="list-style-type: none">• To play a full part in the life of the school community, to support its distinctive ethos and to encourage other staff and students to follow this example	
Safeguarding <ul style="list-style-type: none">• To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.• To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy• To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders• To consider at all times what is in the best interests of the child• To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care• To take action to enable all children to have the best outcomes	
Other Specific Duties	



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- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to adhere to Holyhead's agreed Code of Conduct.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title
- 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 paragraphs.
- The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.