

TEACHER OF ENGLISH – Fixed term contract

JOB DESCRIPTION

Job Title	:	Teacher of English
Responsible to	:	Head of English
Contract	:	Fixed term contract – maternity cover (May 2023 – Summer term 2024)

The current conditions of employment of school teachers as laid down by the Department for Education will apply.

1. TITLE AND GRADE OF POST

Teacher of English – Main Pay Scale

2. PURPOSE OF THE JOB

To teach pupils within the school and to carry out such other associated duties as are reasonable assigned by the Headteacher. Also to participate in the development of appropriate syllabi, materials and schemes of work if required.

3. RESPONSIBLE TO

The post holder is responsible to the Headteacher in all matters, and to the Head of English in respect of curricular matters and the Heads of Year in pastoral matters.

4. LIAISING WITH

The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

5. PARTICULAR RESPONSIBILITIES

The particular responsibilities attached to the teaching post are as follows:

- To teach, according to their educational needs, pupils assigned to him/her in the allocated classes, including the setting and marking of work.
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- Undertake a designated programme of teaching.
- To maintain discipline in accordance with the rules and disciplinary systems of the school.
- To attend and contribute to department meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the school as a whole.
- To control and oversee the use and storage of books and other teaching materials provided for class usage.
- To take part in the school's staff development programme by participating in arrangements for further training and professional learning. To continue own professional development in relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management review process of the school.
- Monitor and report to parents on the progress of pupils in line with the school's procedure.

- To comply with all financial, safety, data protection, child protection and equal opportunity requirements and any other relevant guidelines.
- To undertake any other reasonable duties as may be agreed from time to time with the Head of English or Headteacher.

6. ADDITIONAL SPECIFIC RESPONSIBILITIES (as necessary)

To be the form tutor of an assigned group of pupils:

- To promote the general progress (using the data provided by the Positive Behaviour Referral System) and well-being of individual pupils and of the group as a whole.
- Register pupils' attendance daily, recording absences etc on the Progresso system. Completing the weekly update, uniform checks, check and sign Homework Diaries weekly, write and compile reports as required.
- Escort pupils to assembly and supervise behaviour.
- Liaise with Heads of Year to ensure the implementation of the school's pastoral system.
- To deliver the planned PSICHE programme.
- Other duties in line with the role of the Form Tutor as specified in the 'Staff Handbook'.
- To attend and participate in team meetings, staff meetings, open evenings, parents evenings and pupil performance evenings. This will always be in line with directed time and the school calendar.
- Engage actively in the performance development process of the school.
- To uphold the school policies for pupils, especially in relation to the behaviour and uniform regulations.
- To undertake any other reasonable duties as may be agreed from time to time.

General Responsibilities:

- The post-holder must perform their duties in accordance with the school's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the school ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its Academies and external events as required.
- To participate in training, professional learning activities and performance development as required.
- To continue own professional development in relevant areas including subject knowledge and teaching methods.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the post-holder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post-holder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the Academy.

PLEASE NOTE:

- The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document.
- Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

Information for all applicants / post-holders:

Hollingworth Academy are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Signed	<i>Post holder</i>	Date
Signed	<i>Line Manager</i>	Date

