St Laurence School

Job Description

Title of Post: **Teacher of English**

Scale: **Main Scale/UPS**

Contract Terms

This is subject to the Conditions of Employment listed in the School Teachers' Pay & Conditions Document, Teacher Standards and Keeping Children Safe in Education.

Fundamental Tasks

As a Teacher at St Laurence School, you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the Academy's ethos, policies and practices, under the direction of the Headteacher.

Working Relationships

The postholder is responsible to: -

- The Headteacher in all matters
- The Head of Department for the curriculum area delivered
- The Head of House in matters relating to the role of Tutor

1. Teaching

1.1. Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the Academy's plans, curriculum and schemes of work in order to achieve target levels of student attainment, progress and outcomes.

1.2. Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.

1.3. Set and mark work to be carried out by the students in school and elsewhere.

1.4. Participate in arrangements for preparing students for external examinations.

2. Whole school organisation, strategy and development

2.1. Contribute to the development, implementation and evaluation of the Academy's policies, practices and procedures in such a way as to support the Academy's values and vision.

2.2. Work with others on curriculum and/or student development to secure coordinated outcomes.

2.3. Supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

3. Health, safety and discipline

3.1. Promote the safety and well-being of students in accordance with the Academy's Child Protection and other relevant policies.

3.2. Maintain good order and discipline among students in accordance with the Academy's behaviour policy.

4. Management of staff and resources

4.1. Direct and supervise support staff assigned to you and, where appropriate, other teachers.

4.2. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

4.3. Deploy resources delegated to you in accordance with Academy policies.

5. Professional development

5.1. Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.

5.2. Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

6.1. Communicate with students, parents and carers in accordance with the Academy ethos, policies and practice.

7. Working with colleagues and other relevant professionals

a. Collaborate and work with colleagues and other relevant professionals within and beyond the Academy.

b. Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the Academy, which require the exercise of your professional skills and judgement.

8. Fulfil wider professional responsibilities

8.1. Make a positive contribution to the wider life and ethos of the Academy.

8.2 Promote and lead extra-curricular activities in line with the traditions and expectations of the Academy and the STPCD.

8.2. Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

9. Other Specific Duties

9.1 Undertake the role of Tutor.

9.2 Share in supervisory duties according to the Academy's published rotas.

9.3 Keep up to date with school information e.g., the weekly bulletin, staff handbook and to clear your pigeon hole daily.

9.4 Participate in any arrangements within an agreed national framework for the appraisal of your performance and that of other teachers.

9.5 Continue personal development as agreed.

9.6 Engage actively in the appraisal process.

9.7 Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

9.8 Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.

9.9 The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

9.10 Undertake any other duty as specified by STPCD not mentioned in the above.

For all staff - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

Key Roles and Responsibilities (Tutor)

- Monitoring patterns of attendance and lateness.
- Maintenance of personal files and advising amendments to student database.
- Monitoring of student progress including personal tutoring.
- Monitoring of homework through the Student Planner.
- Maintaining effective links with parents through progress reviews, parents' evenings, agreed reporting procedures and other communication (phone, appointments, etc).
- Liaison with Head of House, Additional Educational Needs and Heads of Department to provide the necessary referral and action programmes for students in need of specific help.

Particular Responsibilities (Tutor) include:

- To support the central task of learning by enabling students to receive the best possible:
    - Care and discipline
    - Academic oversight and encouragement
    - Counselling, guidance and support
    - Opportunities for responsibility
    - Links with parents

- To implement School policies and procedures on care issues – e.g. bullying, child protection.
- To deliver the agreed tutorial programme and promote a positive and caring ethos within the tutor group.

Note: This job description is subject to re-negotiation and is not exclusive of the full range of professional duties. It is subject to review as part of the appraisal process. Appraisal policy available on request.