

Matthew Arnold School

Post: English Teacher

Responsible to: Curriculum Leader for English

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually as part of the Performance Development process and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description.

Every teacher is expected to go about their duties in a professional and flexible manner in cooperation with all other colleagues around school.

General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

Teaching duties

- The post holder will be expected to teach any class that they are reasonably directed to teach, across the full age and ability range from KS3 to KS5.
- The post holder will be expected to take responsibility for a tutor group.

The general duties applicable to teachers are set out in the Teachers' Standards, under the headings:

Part One

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment
- Fulfil wider professional responsibilities

It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with, in the school

Part Two

Personal and Professional conduct

Current specific teaching responsibilities will include:

1. *Teaching English across the age and ability range from KS3 to A Level (Chemistry and Physics)*

Contribution to the development of English in the school, for example:

1. *Contributing to the development of departmental schemes of work and teaching resources*
2. *Involvement with extra-curricular initiatives within the department to support and promote learning*
3. *Supporting activities and events to promote English more generally within the school's external partnerships (e.g. OCL and Acer Trust (secondary partnerships)).*

Student welfare and development

1. *Taking responsibility for a tutor group*

General Responsibilities

- Follow school and department policies and procedures
- The relevant professional standards apply for this post
- It is the responsibility of all teachers to participate in appropriate professional development throughout the year and to engage in the school's performance development arrangements.
- It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with, in the school.
- All teachers have specific responsibilities under Health & Safety legislation to ensure that they:
 - Take reasonable care for their own health and safety, and that of others affected by what they do, or do not do
 - Cooperate on all issues involving health and safety
 - Use work items provided for them correctly, in accordance with training and instructions
 - Do not interfere with or misuse anything provided for their health, safety or welfare
 - Report any health and safety concerns to their line manager as soon as practicable.

It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with, in the school