



## **DAVENANT FOUNDATION SCHOOL**

### **JOB DESCRIPTION**

<b>Job title:</b>	Teacher of English
<b>Responsible to:</b>	Head of Teaching and Learning Area
<b>Duties:</b>	The School Teachers' Pay and Conditions Document specifies the general professional duties of all teachers. The teacher is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they make contact. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

---

### **GENERAL RESPONSIBILITIES**

#### **CURRICULUM**

- Preparing, teaching and evaluating lessons throughout an agreed age and ability range in accordance with statutory requirements, school aims and objectives, school policies and curriculum area schemes of work.
- Using a range of teaching and learning strategies and resources so that individual pupils have access to the curriculum.
- Contributing to the teaching of cross-curricular themes, skills and dimensions.

#### **PUPILS**

- Being familiar with and supporting all school policies, especially those on behaviour, discipline, pupil welfare and Health and Safety. Communicating problems of a pastoral nature to the form tutor in the first instance.
- Ensuring that pupils use equipment safely.
- Displaying pupils' work and maintaining a safe, tidy and stimulating work environment.
- Liaising with the Learning Support Co-ordinator and the form tutor over pupils with Special Educational Needs and modifying teaching accordingly.
- Ensuring that targets outlined in a pupil's individual educational plan are pursued.
- Liaising with and clarifying the role of any support teacher attached to the class.
- Promoting the use of the Library.
- Keeping a record of pupil attendance at, and punctuality to, lessons and reporting any notable absence to the form tutor.
- Ensuring that homework is set in line with school policy, recorded in the homework diary, and regularly marked, and that records of marks are maintained.
- Ensuring that the credit system is used in Key Stage 3 and Key Stage 4.
- Setting and maintaining high standards of pupil work in the classroom.



## **ASSESSMENT**

- Assessing pupils' work in accordance with statutory requirements and school policy. Maintaining a record of pupils' attainments. Using Assessments to diagnose pupils' individual strengths and weaknesses and planning subsequent teaching accordingly.
- Writing reports on pupils and attending meetings with parents.
- Assisting the Head of Teaching and Learning Area in setting and marking internal examinations.
- Ensuring that external examination requirements are satisfied.
- Recommending individual pupils for particular examination courses.

## **SCHOOL DUTIES**

- Undertaking duties before school, at break, and after school on a rota basis.

## **GENERAL**

- Undertaking reasonable care of the school's resources and accounting for any resources used.
- Attending meetings as directed and assisting in planning and evaluation.
- Setting cover work when absent if it is at all possible.
- Liaising with a reviewer and more senior staff over career and professional development.
- Reporting anything which could endanger or threaten the health and safety of pupils or staff to the Head of Teaching and Learning Area.

## **FORM TUTOR**

- Offering care and support to pupils in all aspects of their school life and preparing them for adult life, developing a knowledge of each pupil as an individual, and enabling pupils to play an active role in all aspects of the school's tutorial programme.
- Completing attendance registers at the beginning of morning and afternoon school.
- Recording and monitoring punctuality records and referring persistent lateness to the Head of Year.
- Attending assemblies and accompanying tutor groups to assemblies to ensure they arrive in an orderly manner.
- Guiding tutor groups to produce at least one assembly per year.
- Checking and signing homework diaries on a weekly basis and referring any concerns to the Head of Year and subject staff.
- Completing the tutor's report in accordance with the guidelines on report writing.
- Checking uniform and referring any problems to the Head of Year.
- Preparing form representatives for council meetings and supervising the feedback of information from these meetings.
- Keeping records of pupils' progress, achievements and responsibilities.
- Attending meetings of Form Tutors as directed.
- Ensuring form notice boards are updated and ensuring that the form base is tidy at the end of all tutor periods and registrations.
- Being available to discuss pupils' concerns with them.
- Referring all pertinent information to the Head of Year, particularly when required for reports or references.



- Encouraging pupils to participate in extra-curricular activities and organising their participation in inter-form activities.
- Acting as a first point of liaison with parents, in consultation with the Head of Year.

**Davenant is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place, which promote safeguarding and safer working practice across the school.**