

## **Job Outline** **Teacher of English**

**Responsible to:** Head of Faculty  
**Salary Grade:** Teachers Main Scale or Upper Scale  
**Full time/Part time:** Full time

### **Job Purpose**

The professional duties of all teachers, (other than the Headteacher) are set out in the STPCD and describe the duties required of all main pay range posts. In addition, the description of the requirements of the post of classroom teacher at Paxman Academy are:

### **Safeguarding Responsibilities**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

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

### **Key Responsibilities**

- Be fully qualified to teach through the secondary range for Key Stages 3 & 4
- Demonstrate an enthusiasm for the subject which will inspire student progress
- Demonstrate a capacity to design materials that are adapted and will engage students in the learning process
- Experience of IT and a willingness to use it to plan and teach lessons
- The capacity to work as a member of a team with a view to taking responsibility in one area of the curriculum
- Ability to work effectively with staff and students at all levels
- Ensure students are engaged in their learning
- Maintain a detailed knowledge of the relevant aspects of the National Curriculum
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Comply with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Head teacher and/or COO, and will be reviewed annually.**