|  |  |
| --- | --- |
| **Job Profile** | **CLASSROOM TEACHER – ENGLISH** |
| **Responsible to** | Head of Department |
| **Main Purpose of Job** | You are required to:   * Carry out the duties of a School Teacher as set out in the current School Teachers' Pay and Conditions Document. * Teach specialist subject within the age range 11 ‐ 16 and, if necessary other subjects commensurate with your expertise. |
| **Focus of Job** | * Student Facing |
| **Key Tasks** | To undertake the effective management of the following tasks: Teaching   * use FLOW teaching and learning strategies to enable students of all abilities and backgrounds to make optimum progress * secure a good standard of student behaviour in the classroom by establishing high expectations in the context of the school's Behaviour Policy * keep appropriate records of students' current and predicted attainments in classwork, internal tests and NEAs * set challenging targets for students based on all relevant available data * set and mark Home Learning according to school and department policies * write reports as directed on students' progress and attainment * ensure that resources are organised and available to promote a purposeful environment for teaching and learning to take place * ensure that the classroom presents a stimulating environment by displaying students' work and other materials * where applicable, deploy other adults effectively in the classroom, involving them, where appropriate, in the planning and management of students' learning * support students with Special Educational Needs by providing appropriate work and guidance and, where applicable, contribute to the preparation, implementation, monitoring and review of Individual Education Plans |

|  |  |
| --- | --- |
|  | Professional   * attend scheduled department and school staff meetings * attend parents' consultation meetings as directed * participate in the school's performance management scheme * participate in the In Service Training programmes organised by the school and Multi Academy Trust or other service providers. * implement school policies * take responsibility for own professional development, setting objectives for improvements   Form Tutor   * support the well‐being of all members of the tutor group * attend year group meetings as directed * maintain an accurate register of student attendance, including lateness, in accordance with school guidance * retain absence letters and telephone messages * maintain white slips in a reasonably secure place * ensure effective communication to parents and students through distribution of written material and collection of acknowledgements where appropriate |
| **Additional Duties and Responsibilities** | * To support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body * To uphold the school’s policy in respect of child protection matters * First Aid as required * Admin as required * Back up for other roles as required * Ad hoc duties as required |
| **Training** | Training will be provided in school and externally, if deemed necessary to the role |
|  | This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Principal. |