



Job Description & Person Specification

Teacher of English Second in Charge

Job title: Teacher of English Second in Charge

Main purpose of the role:

The core purpose of the role is to engage and inspire students to learn and reflect on the significance of the past. They should feel empowered to plan, prepare and deliver the highest quality lessons to students, covering a range of topics at both Key Stage 3 and Key Stage 4.

The current School Teachers' Pay and Conditions Document and the DfE Teachers' Standards apply to the professional duties of all teachers in all teaching posts.

Key Responsibilities and Accountabilities

Main duties:

Quality of learning

- To ensure lessons are planned in accordance with the schemes of work for each course.
- To ensure awareness of prior learning and any additional educational needs of students are met.
- To ensure high expectations are set for the achievement and behaviour of all our students.
- To ensure the academy's curriculum policies for marking, assessment, setting, target setting, recording, and reporting are enacted.
- To ensure the progression and continuity is achieved across and between key stages.

Ethos and environment

- To deal appropriately in the first instance, with behavioural issues in the classroom, seeking support where necessary in line with the academy's Behaviour Policy.
- To ensure a consistent ethos in line with The Ongar Academy Code of Practice.
- To ensure the quality of appearance and order of teaching areas are of a high standard.
- To fully adhere to health and safety procedures.

Staff development

- To participate in staff development activities.
- To take opportunities to develop own skills and understanding.



Other activities

- To promote the general progress and wellbeing of individual students and of any class assigned.
- To communicate and consult with our parents and carers in line with academy policy.
- To participate in meetings arranged for any of the purposes described above.

Whole school

- To contribute to extra-curricular and enrichment activities.
- To participate in whole academy planning and developments through working parties and groups.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with your line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- To ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.