Job Description

Teacher of English

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young   
People, and require all staff and volunteers to share this commitment.

|  |  |
| --- | --- |
| Responsible to | Subject Leader |
| Grade | TMS |
| Hours | Full Time |
| Location | Based at The Hinckley School |

Job Purpose:

To encourage learning which allows students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

Duties and responsibilities:

Educational Responsibilities

1. To carry out the general duties and responsibilities of a professional school teacher in   
 accordance with the Principal Statement of Employment Particulars and associated documents   
 including the Teachers’ Standards and School Teachers’ Pay and Conditions Document.

2. To implement whole-school, cross-curricular, department and year policies.

3. To take part in scheduled meetings with colleagues and parents according to the school’s   
 published programme.

4. To share in supervisory duties according to the school’s published rotas.

5. To share in cover for absent colleagues in accordance with the national guidelines and School   
 Teachers’ Pay and Conditions of Employment and subsequent statements.

6. To participate in whole-school, team and individual arrangements for her/his in-service training   
 and professional development.

7. To keep up-to-date with all school information, e.g. the weekly diary and newsletter, the staff   
 handbook, e-mail and information sent via the pigeon-hole daily.

Academic Curriculum

Under the guidance of the Curriculum Leader and Cross-curricular Teams where appropriate:

1. To plan and prepare courses and lessons for the groups assigned.

2. To teach all students according to their educational needs. This includes the setting, marking,   
 assessing of classwork, homework, projects, coursework and fieldwork, etc.

3. To keep records of students’ attendance at every lesson as well as classwork, homework set and   
 completed.

4. To review and evaluate work programmes.

5. To maintain good order and behaviour according to the school’s policies in order to facilitate   
 learning and safeguard the health and safety of students both in school and in any authorised   
 school activity outside school.

6. To participate in external examinations arrangements as well as other assessment programmes.

7. To communicate with parents concerning students’ progress through writing reports and/or   
 profiles, through attending scheduled parents’ meetings and, where appropriate by letter or   
 telephone.

8. To be responsible for her/his teaching room(s) with regard to good order, health and safety,   
 appearance and display.

9. To share in the department’s work in curriculum development with regard to courses of study,   
 teaching resources materials and methods used.

10. To take part in the school and department’s methods of teaching, assessment and profiling   
 records.

11. To be responsible for the use of all resources allocated to ensure value for money and no waste.   
 To take responsibility for the supervision and security of rooms and all equipment.

12. To take her/his share in the cross-curricular work of the school.

13. To share in the responsibilities of the department.

Tutorial Programme and Responsibilities

Under the guidance of the Year Leader:

1. To keep an accurate and up-to-date tutor group register and to follow the school’s procedures for   
 dealing with students’ lateness and absence.

2. To give out information and letters for students to take home, ensuring every student receives   
 one, including any absentees.

3. To check students’ Planner at least once every week for homework set and for messages from   
 parents.

4. To check on students’ school uniform (Years 7 - 11).

5. To ensure that the tutor group play a full part in School Council activities.

6. To accompany the tutor group to assemblies.

7. To collate and check the subject profiles for her/his tutor group, to summarise and comment on   
 achievements and behaviour. To discuss the reports with students and with parents at the   
 parent/tutor meetings.

8. To ensure that all students have a clear understanding of the ‘planning’ necessary for a

successful learning outcome, including revision programmes.

9. To help advise students in KS3 on their KS4 courses. To help advise parents on realistic   
 objectives for their sons/daughters. To help advise students in KS4 and the 6th Form on their   
 further education and future careers.

10. To teach the tutor group the tutorial programme. To contribute to the development of materials   
 and method for the programme, and to the monitoring and evaluating of its objectives.

11. To know the personal circumstances and learning abilities of each member of the tutor group so   
 as to support and advise each student as she/he progresses through the school.

12. To provide information for referring children with special needs and if required personally to take   
 responsibility for liaison with support agencies.

13. To ensure the most able students are identified and sufficiently challenged through the   
 mainstream programme and extension activities.

Professional Development:

* Maintain personal professional development to ensure that the knowledge and skills required to   
   fulfill the role of Teacher of English are up to date.
* Be a professional role model, and understand and promote the aims of the School and the   
   values of the Trust.

|  |
| --- |
| Special conditions of employment |
| Rehabilitation of Offenders Act 1974  This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974.  Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant  cautions, convictions, bindover orders and warnings being considered.  If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or  a warning given by a police force, they are required to inform the Headteacher of this fact  immediately. Such information will be treated in confidence, so far as this is consistent with the  safety of children, compliance with statutory child protection procedures and the School’s relevant  policies. Failure to disclose such information may result in disciplinary action which could lead to  the termination of the jobholder’s employment. |
| Safeguarding and Promoting the Welfare of Children and Young People  The jobholder is required to follow all of the School’s policies and procedures in relation to  safeguarding at all times, and to adhere to the statutory guidance ‘Keeping Children Safe in  Education’. The jobholder must take appropriate action in the event that they have concerns, or are  made aware of the concerns of others, regarding the safety or wellbeing of children or young  people. |
| Health and Safety  The jobholder is required to exercise their duty of care by taking responsibility for their own health  and safety, and the health and safety of other people who may be affected by their acts or failure to  act. Full guidance regarding health and safety is set out in the School’s Health and Safety Policy,  and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be  accessed via the jobholder’s line manager, and the jobholder is required to comply with these and  to use any protective clothing or equipment as instructed at all times. |

|  |
| --- |
| Confidentiality and Data Protection  The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any  information they have access to, or are responsible for, must be managed appropriately and any  requirements for confidentiality and security observed. Information must not be disclosed to any  person or Authority, for example a parent or the Police, without observing the correct procedure for  disclosure as set out in the School’s Data Protection Policy. Nothing shall prevent the jobholder  from disclosing information that they are entitled to disclose under the Public Interest disclosure Act  1998 as amended, provided that the disclosure is made in accordance with the provisions of that  Act/s. |
| Equality and Diversity  The School and the Trust are committed to equality and value diversity. As such the School and  the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to  share this commitment. The Duty requires the School and Trust to have due regard to the need to  eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity  and foster good relations between people who share characteristics, such as age, gender, race  and faith, and people who do not share them. The jobholder is required to treat all people they  come into contact with, with dignity and respect, and is entitled to expect this in return. |
| Training and Development  The School has a shared responsibility with the jobholder for identifying and satisfying training and  development needs. The jobholder is expected to actively contribute to their continuous  professional development and learning, and to attend and participate in any training or  development activities required to assist them in fulfilling their role and meeting their safeguarding  and general obligations. |
| The Trust Operates a Strictly No Smoking Policy  This applies to all School premises and those where School services are provided. |

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

**Job description reviewed by:** L Hickman, Headteacher

**Date:** March 2023