



# Whitburn Church of England Academy

Teacher – English	
Purpose of the Post	
<ul style="list-style-type: none"> <li>Promote the ethos and principles of Whitburn Church of England Academy with all staff, students and the wider community by exercising the rights and responsibilities of the post</li> <li>Promote a consistently high quality, engaging, broad and inclusive curriculum provision through development and review. To realise the motto 'Excellence for All' by ensuring the highest possible standards of student achievement, personal development and well-being</li> <li>Role model the teaching and learning behaviours expected of teachers in the Academy</li> <li>Be accountable for student progress and attainment for those students assigned to you</li> <li>Develop and enhance the teaching practice of others, through appropriate professional development informed by School Review</li> <li>Establish a working ethos in which creativity and innovation are valued and encouraged</li> <li>Contribute to whole school planning, review, monitoring and evaluation</li> <li>Offer insight and innovation to the pedagogy underpinning the delivery of English</li> <li>Keep up to date with and actively respond to national curriculum developments</li> <li>Ensure you make a contribution to cross-curricular work</li> <li>Effectively develop and promote the use of Office 365 and Teams</li> </ul>	
Teaching	To undertake an appropriate programme of teaching in accordance with the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document (STPCD). All teachers are expected to meet the <b>relevant 'Professional Standards for Teachers'</b> . Post-threshold teachers will be expected to meet the national standards for those on Upper Pay Scale.
School Based Working time	195 Days per year. Full time.
Reporting to	Director of English, Pastoral Year Lead.
Responsible for	The provision of a full learning experience and support for students assigned to you as a teacher and as a form tutor
Main Duties	<p><b>A – Planning</b></p> <ol style="list-style-type: none"> <li>Identify clear teaching objectives and content, appropriate to the students being taught, and specify how these will be taught and assessed</li> <li>Set tasks for students, including homework, which challenge and motivate</li> <li>Set appropriate and demanding expectations for students' learning</li> <li>Set clear targets for students' learning, building on prior attainment, and ensure that students are aware of the substance and purpose of what they are asked to do</li> <li>Provide clear structures for lessons, and for sequences of lessons, which maintain pace, motivation and challenge students</li> <li>Make effective use of assessment information on students' attainment and progress in the teaching and planning of lessons and sequences of lessons</li> </ol> <p><b>B – Teaching and Class Management</b></p> <ol style="list-style-type: none"> <li>Ensure that teaching objectives are met and best use is made of available teaching time and resources</li> </ol>

2. Establish and maintain a purposeful working atmosphere which supports learning and in which students feel secure and confident
3. Set high expectations of students' behaviour through well-focused teaching and consistent application of PBM and reward systems
4. Use a variety of teaching strategies which sustain the momentum of students' work, keep all students engaged and offers appropriate scaffolding and challenge
5. To enable students to build a body of knowledge that they can commit to long-term memory, draw from and build on over time

#### **C - Student Attainment, Achievement and Progress**

1. Ensure students' work is assessed regularly so that formative feedback and summative reporting are effective and timely
2. Monitor achievement and student progress regularly as per the School Review cycle
3. Liaise with Head of Subject, Pastoral Year Leads and the SENCO to agree and implement appropriate interventions
4. Ensure that students' progress and achievements are acknowledged and reported using Go4Schools
5. Manage the timely production of appropriate internal exams, the provision of information for external exams and the completion of Non Examined Assessments where applicable
6. Complete reports as required and adhere to the agreed protocols
7. Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students

#### **D - Curriculum Provision and Development**

1. Ensure and be accountable for the delivery of a high quality, cost-effective and appropriately structured curriculum
2. Review the curriculum to raise achievement, add to the breadth of provision or provide enrichment opportunities and cross-curricular provision
3. Participate in subject development meetings
4. Consider the use of new and emerging technologies to support teaching, learning and inclusion strategies

#### **E – Form Tutor**

1. Adhere to the expectations for registration.
2. Ensure there is always a collective act of worship and an opportunity for quiet reflection
3. Assist in the preparation and delivery of tutor assemblies
4. Deliver and participate in the PSHE programme
5. Update and monitor Go4Schools regularly, reporting any concerns to the Pastoral Year Lead
6. Monitor the completion of student administration e.g. letters / forms
7. Encourage student participation in the wider life of the school; e.g. through the School Council, House System, prefect status and extra-curricular clubs

#### **F - Staff Development, Recruitment and Deployment**

1. Form professional and collaborative working relationships with colleagues and motivate staff; promote teamwork and collegiality
2. Be committed to your own professional development and engage with staff

	<p>development opportunities</p> <ol style="list-style-type: none"> <li>3. Monitor the impact of CPD on classroom practice and share outcomes</li> <li>4. Ensure the effective deployment of classroom support staff</li> <li>5. Participate in the training programmes for ITT, School Direct trainees and ECT</li> </ol> <p><b>G - Quality Assurance</b></p> <ol style="list-style-type: none"> <li>1. Evaluate provision against Career Stage Expectations and Learning Guidance to identify and address areas for improvement and opportunities for sharing good practice</li> <li>2. Take action in response to the evaluation of School Review outcomes</li> </ol> <p><b>H - Management of Information</b></p> <ol style="list-style-type: none"> <li>1. Ensure that data is accurate, up to date and completed in a timely fashion</li> <li>2. Ensure class records are maintained in Go4Schools</li> <li>3. Ensure that class and individual learner targets are used to raise standards</li> <li>4. Ensure your planning documentation adheres to the agreed quality standard</li> </ol> <p><b>I - Liaison &amp; Communication</b></p> <ol style="list-style-type: none"> <li>1. Ensure all appropriate lines of communication are maintained with colleagues, HoS, Pastoral Year Leads and the SENCO as appropriate</li> <li>2. Communicate effectively with parents and other bodies as appropriate</li> </ol> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Use the Academy calendar effectively to prioritise tasks and plan in detail</li> <li>• Adhere to the Academy Staff Code of Conduct and Teaching Standards</li> <li>• Undertake any duty as specified by School Teachers' Pay and Condition Documents not mentioned above</li> <li>• Discharge your duty of care for your own and others' health and safety</li> <li>• Demonstrate a commitment to safeguarding and promote the welfare of children and young people, staff and volunteers</li> <li>• Undertake training and development as required, in particular addressing issues raised through School Review</li> <li>• Assist, where appropriate, with the training and development of fellow colleagues</li> <li>• Be courteous to colleagues, students and parents and provide a welcoming environment to guests</li> <li>• Other duties will be required as and when necessary to the post from time to time. The job description is current at the date shown but, in conjunction, with the post-holder, may be revised by the Principal to reflect and anticipate changes in the job that are commensurate with the grade and job title. Such variations that are made to the duties and responsibilities will not change the general character of the post</li> <li>• Advise the Academy of any disability you may have or develop so that the Academy can endeavour to make any necessary reasonable adjustments to the job and the working environment</li> <li>• The post holder must carry out their duties with full regard to equal opportunities and act in compliance with data protection law in respecting the privacy of personal information held by the Academy</li> </ul>
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***Whitburn Church of England Academy is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.***