**Khalsa Secondary Academy**

**Teacher of English – Job Description**

Salary and grade: MPS / UPS

Reports to: The Headteacher, members of the senior leadership team (SLT), the Board of Trustees

Supervisory responsibility: The post holder may be responsible for the deployment and   
supervision of the work of teaching assistants relevant to their responsibilities

Main purpose of the job:

* Be responsible for the learning and achievement of all students in the class(es), ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, Trustees, other staff and external agencies in the best interests of students
* Act within the framework of professional duties and responsibilities and as reflected in the School Teachers’ Pay and Conditions Document and Teacher Standards
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

**Duties and responsibilities**

The Trust has agreed to mirror the professional requirements of the School Teachers Pay and Conditions Document. All teachers are required to carry out the duties contained within the STPCD and have due regard to the adhering to Teacher Standards. Teachers’ performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the school.

**Teaching**

* Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
* Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
* Be accountable for the attainment, progress and outcomes of students’ you teach
* Be aware of students’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how students learn
* Have a clear understanding of the needs of all students, including those with special educational needs and/or disabilities, gifted and talented or EAL, and be able to use and evaluate distinctive teaching approaches to engage and support them
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for students of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment
* Make accurate and productive use of assessment to secure students’ progress
* Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
* Use relevant data to monitor progress, set targets, and plan subsequent lessons
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate
* Participate in arrangements for examinations and assessments, as necessary

**Behaviour and Safety**

* Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* Manage classes effectively, using approaches which are appropriate to students’ needs in order to inspire, motivate and challenge students
* Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students
* Have high expectations of behaviour, promoting self-control and independence of all learners
* Carry out playground, break time, lunchtime and other duties as directed locally.
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

**Team working and collaboration**

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school, including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with school colleagues and sharing the development of effective practice with them
* Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and, where appropriate, threshold assessments
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
* Cover for absent colleagues as and when required

**Wider professional responsibilities**

* Work collaboratively with others to develop effective professional relationships
* Deploy support staff effectively as appropriate
* Communicate effectively with parents/carers with regard to students’ achievements and wellbeing using school systems/processes as appropriate
* Communicate and co-operate with other schools and colleagues within the Academy, the Trust and relevant external bodies
* Make a positive contribution to the wider life and ethos of the school and the Trust

**Administration**

* Register the attendance of and supervise learners, before, during or after school sessions as appropriate
* Participate in and carry out any administrative and organisational tasks, as necessary

**Professional development**

* Regularly review the effectiveness of your teaching and assessment procedures and its impact on students’ progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
* Proactively participate with arrangements made in accordance with current Appraisal Regulations

**Other**

* To have professional regard for the ethos, policies and practices of the school in which you teach and maintain high standards in your own attendance and punctuality
* Perform any other duties and carry out any other responsibilities as reasonably requested by the Headteacher

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

**Khalsa Academies Trust Safeguarding Statement**

Khalsa Academies Trust is committed to safeguarding children. We believe that children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We expect that all staff, volunteers, outside agencies and service providers adhere to our policies and share in our commitment to safeguard all children in our care.