



## JOB DESCRIPTION

|                          |   |
|--------------------------|---|
| <b>Job Title</b>         | <b>Teacher of English</b>                       |
| <b>Grade and Salary:</b> | <b>MPS / UPS</b>                                |
| <b>Reporting to</b>      | <b>Head of Department</b>                       |
| <b>Contract Type:</b>    | <b>Full Time / Permanent</b>                    |
| <b>Responsible for:</b>  | <b>Other staff working within the classroom</b> |

### **Key Duties and Responsibilities**

- To teach for an allocated period during each week, including delivery of lead lessons to large groups
- To be a pro-active member of the department to ensure effective implementation of all policies and procedures
- To contribute to the effective operational activities of the Academy, including attendance at meetings, events and activities as required
- To create and maintain an appropriate teaching and working environment
- To ensure continuous improvement in standards, high quality evaluation and improvement planning throughout the Academy
- To lead, support and encourage the highest possible standards of behaviour, learning, attainment and achievement
- To manage resources creatively, effectively and efficiently to meet the priorities of the Academy
- To celebrate success and to implement strategies for continuing improvement while constantly challenging under-performance at all levels
- Work to support and ensure the health, safety and welfare of staff and students
- To meet the requirements of the Teacher Standards as issued by the Department for Education

### **Teaching and Learning**

- To maintain up-to-date knowledge of specific subject or phase areas
- Use a variety of learning and teaching strategies to deliver innovative and effective lessons at a pace and style that meets the needs of students of all abilities

- Have an up-to-date knowledge of national strategies to support effective teaching and learning
- Understand and integrate the use of new technologies into learning experiences to continually raise levels of achievement
- Plan lessons and extended learning opportunities thoroughly and in line with the Academy's curricular plans and schemes; ensure that learning objectives and desired outcomes are communicated to all students
- To differentiate and personalise students learning to take of account of learning needs, appropriate challenge and preferred learning styles
- Make use of extended learning opportunities for use outside the Academy lessons
- To participate in the Academy's Quality Assurance programme and the agreed framework
- To work efficiently and creatively using the full range of resources available, including other adults
- To provide a positive learning climate within lessons to promote a strong and meaningful staff – student relationship
- Apply the agreed policies and ensure implementation in everyday life at the Academy
- To regularly assess and evaluate students' work and progress in relation to their prior attainment and to use data to further inform teaching plans
- To report students' progress within the Academy and for the benefit of parents and carers
- To demonstrate an up-to-date knowledge of learning and teaching by taking account of wider curricular developments, as relevant, e.g. literacy, numeracy, ICT, social inclusion
- To support curriculum planning to ensure that learning and teaching remain active, relevant and responsive to change
- To maintain good order and behaviour for learning among students with particular regard for health and safety both on the Academy site and when engaged in authorised activities elsewhere

### **Academy Ethos**

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England and the Catholic Church to education.
- Implement the Academy Improvement Plan to meet the objectives set out in the Funding Agreement.
- Help to meet strategic targets for the Academy set by the Governing Body.
- Support and facilitate access to the curriculum for all learners to meet the objectives in the Academy Improvement Plan and targets set by the Secretary of State and Governing Body
- Enable the Academy to be rooted at the heart of the community.
- Develop links as appropriate with partners, schools, FE and HE establishments, sponsors and the Connexions service, thereby ensuring greater opportunities for the young people in the Academy particularly in the areas of work experience and study support.

### **Communication & Liaison**

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the Academy.
- Follow agreed policies for communications in the Academy.

- Take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies.

### **Pastoral System**

- Be a Form Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- Liaise with a Pastoral Leader to ensure the implementation of the Academy's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- Contribute to PSHCE and citizenship and enterprise according to Academy policy
- Apply the behaviour management systems so that effective learning can take place.

### **Additional Notes**

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust
- The Trust operates a no smoking policy