

## **Job Description for: Teacher of English**

As a Teacher of English

**Accountable to:** The Subject Leader and Head of Faculty  
(All staff work under the direction of the Principal and Vice-Principals with delegated authority).

**Appraisal and Pay :** The post-holder will be subject to the Academy's annual performance appraisal process. A pay review will be part of this process.

**Job Purpose:** To carry out effectively the duties of a teacher and school leader as set out in the current Schoolteachers' Pay and Conditions document and in this Academy Teacher's Job Description and to meet the standards expected of a qualified teacher

## **Job Description**

- A. Within subject areas or classes in which you teach, you are required to meet the professional standards for teachers. In particular you are required :**
- i) to teach across the ability range under the overall direction and guidance of the Principal and those colleagues with senior and delegated leadership responsibility, particularly the subject leader and Head of faculty
  - ii) to teach classes as designated within an agreed framework of syllabus, styles and procedures including:
    - a. preparing and delivering lessons according to agreed schemes of work and keeping accurate records of work and independent learning set
    - b. correcting pupils' work promptly, thoroughly, carefully and in positive way according to agreed procedures and policy
    - c. engaging pupils in the assessment process by regular feedback to individual pupils indicating the ways in which improvements and progress can be made, according to agreed time schedules

- d. setting appropriate learning targets for students which are based on current data and which are both shared with the students and used in continuous assessment
- e. keeping accurate and adequate records of pupils' progress and completing reports to parents within agreed time scales and according to Faculty and school policies
- iii) to keep the teaching bases, facilities, resources and equipment securely and in good order, promoting an atmosphere conducive to learning
- iv) to ensure that classes are managed in such a manner as to enable learning for all to take place and that the Academy Behaviour for learning policy and procedure is consistently applied
- v) to ensure that teaching and learning is appropriately differentiated, challenging, varied and appropriately paced
- vi) to work in collaboration with the Inclusion staff in planning and delivering appropriately differentiated work to students with SEN
- vii) to give advice and assistance as the Head of Faculty, and other colleagues as they might reasonably require from time to time in the understanding or administration of your area(s) of subject or teaching expertise or related matters
- viii) to include digital learning within planned teaching and learning strategies as much as possible
- ix) to foster close, supportive and collaborative links with colleagues within the subject area and Faculty and/or within the learning stage and with those engaged in extra-curricular and cross-curricular activities
- x) To direct the work and allocate tasks to technicians and subject support staff working with your class or students in accordance with the agreed faculty or learning stage schedules and schemes of work

**B. Across the Academy -**

- i) to be an efficient and effective form tutor under the guidance and direction of the Head of House and Principal
- ii) to be an efficient and effective member of a duty team, supervising session break non-teaching times according to rota. (This does not include lunchtimes)



- iii) to cover the classes of absent colleagues in a professional and effective manner, on an equitable basis up to a maximum of 38 hours per academic year
- iv) to deliver aspects of the PSHE/Citizenship programme during Tutor time, under the guidance of the Citizenship Co-ordinator, according to the scheme of work and guidance provided
- v) to participate in collective celebration and assemblies
- vi) to contribute to and participate effectively in the cross-curricular learning programme including off-timetable days and weeks each term
- vii) to promote and foster equal opportunities in practice in all aspects of school life
- viii) to uphold school regulations and discipline and to support and foster a caring and positive ethos
- ix) to maintain an awareness of any actual or potential risks to the safety security and welfare of the Academy students and to ensure compliance with the Academy's safeguarding procedures and Health and Safety policy and practice.
- x) to attend staff and parents' meetings according to the agreed schedule, as the Principal may reasonably require
- xi) to participate in the Academy's performance appraisal process according to policy guidelines and procedures, maintaining confidentiality and discretion as appropriate
- xii) In addition to the timetabled teaching days each year, to attend on INSET days, notified in advance through the annual academic year calendar or at short notice in the case of emergency.
- xiii) to undertake other related and relevant tasks as required from time to time in the course of the academic year, at the request of the Principal, as part of a reasonable work schedule.

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Signed.....Date.....

Print name.....