



Post title	TEACHER OF English
Reporting to	Head of English
Working Time	195 days per year, full time
Salary/Grade	MPS 1-6 or UPS 1-3

PURPOSE OF THE POST	
<ul style="list-style-type: none"> • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. • To monitor and support the overall progress and development of students as a teacher/form tutor. • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth. 	
Responsible for	The provision of a full learning experience and support for students.
Liaising with	Principal, senior leaders, teaching/support staff, local authority representatives, external agencies and parents.

MAIN (CORE) DUTIES	
Operational/ strategic planning	<ul style="list-style-type: none"> • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department. • To contribute to the curriculum area and department's development plan and its implementation. • To plan and prepare courses and lessons. • To contribute to planning activities across the Academy.
Curriculum provision	<ul style="list-style-type: none"> • To assist the Head of Department and senior leaders in ensuring that the curriculum area provides a range of teaching that complements the Academy's strategic objectives.
Curriculum development	<ul style="list-style-type: none"> • To assist in the process of curriculum development and change to ensure its continued relevance to the needs of students, examining and awarding bodies, and the Academy's Mission and Strategic Objectives.
Professional development	<ul style="list-style-type: none"> • To take part in the Academy's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management process.
Working with other staff	<ul style="list-style-type: none"> • To ensure the effective/efficient deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality assurance	<ul style="list-style-type: none"> • To help to implement Academy quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To review, from time to time, methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management information	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers etc. • To complete the relevant documentation to assist in the tracking of students. • To track students progress and use information to inform teaching and learning.
Communications	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. • To follow agreed policies for communications.
Liaison	<ul style="list-style-type: none"> • To take part in activities such as open evenings, parents evenings, review days and liaison events with partner schools. • To contribute to the development of effective links with external agencies.
Management of resources	<ul style="list-style-type: none"> • To contribute to the ordering and allocation of equipment and materials. • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure effective usage of resources to the benefit of the Academy, department and the students. • To comply with the financial, health & safety, and HR processes and procedures of the Academy.
Pastoral responsibilities	<ul style="list-style-type: none"> • To be a form tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the form tutor group as a whole. • To liaise with the relevant Progress Leader to ensure the implementation of the Academy's pastoral and progress tracking system. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in Academy life. • To evaluate and monitor the progress of students and keep up to date student records as may be required. • To contribute to the preparation of Action Plans, progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To 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. • To contribute to PSHE, citizenship and enterprise according to Academy policy. • To apply the behaviour management systems so that effective learning can take place

Date completed	March 2018
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