SECKFORD FOUNDATION
FREE SCHOOLS TRUST

JOB DESCRIPTION

Post Title:	**TEACHER OF ENGLISH & DRAMA**
Post Holder:	*[ADD POST HOLDER NAME]*
School:	Saxmundham Free School

*The description of the duties, responsibilities and accountabilities for the post of a **Teacher** at schools within the Trust have been set out in this job description.*

Responsibility Areas:		**Learning and teaching** and curriculum delivery in your subject area Contributing to the school's **Enrichment** programme Undertaking the **pastoral care** of students as a tutor
Accountabilities:	A	Planning and delivery of high quality and inspiring curriculum, **learning and teaching** experiences for students in your subject area, setting high expectations and maximising progress for all students in a non-selective and inclusive environment.
	B	Contribute to the planning and delivery of a high quality and inspiring **enrichment** programme for students.
	C	Undertake the roles and responsibilities of a tutor within the **pastoral care** system of the school.
	D	Play a role in the wider life of the school and Trust.
	E	Generic duties relevant to all members of staff.
Accountable to:		Headteacher via Subject Leader
Scale / Salary:		£22,927 - £38,677 (please see Trust Scale on website for more details)
Main Duties:		See over for detailed duties and responsibilities

Area of Accountability A:

LEARNING AND TEACHING AND CURRICULUM DELIVERY

Learning and Teaching:

- Undertake a designated programme of teaching as outlined on the school timetable;
- Teach students inclusively, according to their educational needs through appropriate differentiation and personalisation, including the setting and marking of all class work and coursework carried out by students;
- Ensure that literacy and numeracy is a central part of planning and learning and teaching for students;
- Use ICT when relevant to inspire and motivate. Transferable ICT skills must be developed, ensuring students are knowledgeable in developing technologies and equipped for the next stage of their education or work life;
- Ensure a high quality learning experience for all students, which meets internal and external quality standards;
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the specifications taught;
- Prepare and update subject materials and share resources across the subject area and via Trust networks, across schools in the Trust;
- Encourage and be accountable for the highest possible achievement from all students in the classes allocated to you;
- Contribute to the process of the ordering and allocation of equipment and materials when requested to do so by the Subject Leader;
- Assist the Subject Leader to identify resource needs and to contribute to the efficient / effective use of physical resources;
- Review from time to time methods of teaching and programmes of work under the direction of the Subject Leader;
- Ensure the effective / efficient deployment of classroom support;
- Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies;
- Plan and prepare lessons to a high standard as set out in the Trust Learning and Teaching Policy;
- Assist your Subject Leader to ensure that the subject area utilises a range of pedagogical methods which motivates and meets the needs of students;
- Assist the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the strategic vision and aims of the Trust.

Assessment and Reporting:

- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required;
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students;
- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures;
- Mark, grade and give written / verbal and diagnostic feedback in line with the school's emphasis on Assessment for Learning;
- Communicate effectively with the parents / carers of students as appropriate;
- Maintain appropriate records and to provide relevant accurate and up-to-date information to the school's MIS, registers, etc. when required;
- Complete any relevant documentation to assist in the tracking of students;
- Track student progress and use information to inform teaching and learning.

Behaviour:

- Maintain compliant behaviour and behaviour for learning in accordance with the Trust Behaviour Policy, and to encourage good practice with regard to punctuality, standards of work and homework;
- Recognise and praise the achievement of students in classes assigned to you;
- Dress professionally and appropriately for teaching;
- Enforce standards of uniform;
- Liaise with the Subject Leader and relevant Pastoral Leader to ensure the implementation of the school's pastoral system.

Communication:

- Where appropriate, communicate and co-operate appropriately with persons or bodies outside the school;
- Follow agreed policies for communicating internally and externally to the school;
- Take part in liaison activities such as Open School, Open Mornings, Parents / carers Consultation Evenings, liaison events with partner schools, etc.;
- Contribute to the development of effective subject links with external agencies;
- Work as a team member and contribute positively to effective working relations within the school and across the Trust.

Self-Evaluation:

- Help to implement school quality assurance procedures and to adhere to those;
- Contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria;
- 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.
- Engage actively in the Performance Management process;
- Contribute to the school Raising Achievement Plan and its implementation;
- Be aware of and ensure that you are contributing to the school meeting the 'good' and 'outstanding' criteria in the Ofsted Evaluation Schedule.

Training:

- Take part in the school's staff development programme by participating in arrangements for further training, professional development, observations and in assessing their impact on learning;
- Continue personal development in the relevant areas including subject knowledge, teaching methods and areas identified in Performance Management;
- Contribute to school and Trust-wide planning and training activities.

Area of Accountability B:

CONTRIBUTION TO THE ENRICHMENT PROGRAMME

All members of staff are expected to be involved in the Enrichment programme for students, through contributions such as the development of Enrichment activities and programmes, developing and teaching extra qualification courses, supervising students undertaking learning activities, etc.

Area of Accountability C:

TUTOR IN THE PASTORAL CARE SYSTEM

A separate job description is available for the role of Tutor.

Area of Accountability D:

WIDER LIFE OF THE SCHOOL AND TRUST

- Play a full part in the life of the school and support the vision and aims of the Trust;
- Actively promote and implement Trust and school policies and procedures;
- Be responsible for your own continued professional development, networking with staff in all schools across the Trust;
- Comply with the Trust Health & Safety Policy and undertake risk assessments as appropriate;
- Be professional and courteous to colleagues, students, parents / carers, stakeholders, community members, visitors and telephone callers and provide a welcoming environment at all times;
- Follow the Trust "Code of Conduct for Staff";
- Undertake duties as designated on the school Staff Duty Rota;
- Attend calendared meetings punctually and in the right frame of mind to move the school and the Trust forward;
- Set appropriate cover work during times of absence.

Area of Accountability E:

GENERIC DUTIES RELEVANT TO ALL MEMBERS OF STAFF

The Trust

The ethos of the Trust is founded on the "6C's to Success" (Co-operation, Commitment, Confidence, Community, Challenge and Celebration). All staff are expected to promote and utilise this model in everything that they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust vision and aims. All staff should act with professional integrity at all times, following the Trust 'Code of Conduct for Staff'.

Learning and Teaching

This is our core business and therefore is an absolute priority. Along with your own subject area, you are also a teacher of literacy and numeracy under the direction of the Subject Leaders for English and Maths as members of the Leadership Team.

You will be expected to contribute to the teaching load of the school when required. All staff are expected to contribute to the Enrichment programme of the school.

Use of ICT

It is expected that all teaching and support staff follow the ICT Vision of the Seckford Foundation Free Schools Trust.

All teaching staff will be expected to ensure that all students leave the school with transferable ICT skills, knowledgeable in developing technologies and equipped for the next stage of their education or work life. ICT must be used creatively to inspire and motivate students where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure they follow Trust policies with regard to professional conduct when using ICT systems.

Data Protection
It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

Health and Safety
Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

Code of Conduct
Every member of staff, regardless of whether teaching or support must meet the expectations of them as outlined in the Trust's 'Code of Conduct for Staff'.

British Values
Every member of staff, regardless of whether teaching or support, must follow the Trust's 'Code of Conduct for Staff' and the DfE's Teachers' Standards document, specifically with reference to:

- showing tolerance of and respect for the rights of others;
- promoting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- not undermining or allowing anyone else to undermine those values.

Political Views
All staff are expected to ensure that where political issues are brought to the attention of students, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to students at any time where they have been presented in school or any learning activity, during enrichment or extra-curricular activities or through the distribution of material promoting any of these activities.

Safeguarding
The Seckford Foundation Free Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Seckford Foundation Free Schools Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Senior Designated Person (SDP).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

Statement on Pay, Rewards and Working Hours

The Seckford Foundation Free Schools Trust has been established to provide "*a foundation for life*" for students in our Free Schools. Through this vision our young people will be equipped both intellectually and socially to take their place in society as valued, economically viable and responsible citizens. Our students will leave our Free Schools empowered as independent, co-operative, innovative and motivated young adults with the skills for and love of learning for life.

Critical to achieving this vision is the highest quality teaching and support staff in all of our schools. The Seckford Foundation Free School Trust recognises that it is important that all of our staff feel appropriately valued for the contribution they make to students' lives and the achievement of the vision. Therefore, it is important that good and outstanding performance is rewarded accordingly.

The Seckford Foundation Free School Trust is seeking to maximise opportunities for young people through the increased flexibility the autonomy afforded to the schools within the Trust allows. It is expected that all staff contribute to the wider enrichment aspects of the school.

A detailed Remuneration Policy is available on request.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust, Principal and / or Headteacher. This job description will be reviewed annually and is an integral part of the Appraisal, Performance Management and Line Management process.

SIGNED (Staff): _____

DATE: _____

SIGNED (Trust): _____

DATE: _____