

Job Description

Job Title: Teacher of English

Reporting to: Head of Department

Grade: MPS/UPS

Accountable for: N/A

Overall purpose of the post:

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for management time, working time, guaranteed planning and preparation time. The Academy complies with these requirements in order to make reasonable demands of teachers.

Additionally, STPCD requires all teachers to be involved in:

- Advising and co-operating with the Principal and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any such part as may be required ... in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Co-ordinating or managing the work of other staff

Main duties and responsibilities:

Main scale teachers will be asked to maintain an overview of teaching, standards and ongoing improvement in specified subject(s) or areas.

Over time this might reasonably include:

- Reviewing and developing of curriculum policy in the subject(s)
- Monitoring and evaluating the quality of planning in the subject(s) by other teachers
- Observing teaching in the subject(s) in order to evaluate strengths and areas for further development, or the impact of school improvement work
- Evaluating relevant assessment information for individuals, groups or cohorts
- Suggesting issues in the subject(s) for further development
- Reviewing and co-ordinating the usage of resources in the subject(s)
- Providing advice and supporting new staff in the subject(s)
- Reporting on progress, achievement and standards in the subject(s) to staff, governors or parents
- Arranging and promoting relevant subject activities to promote pupils' enthusiasm and interest

This job description will be supported by an Annual Job Plan which will list the key tasks, responsibilities and outcomes sought from the post holder in the school year. These will be derived from the School Improvement Plan and other school priorities.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.