JOB DESCRIPTION

Post Title:	**Teacher of English**
Job Purpose:	Provide high quality teaching and learning.
Responsible to:	Principal through Director of Learning
Responsible for:	Teaching a given timetable. Progress, behaviour and welfare of students in classes. Following MAT and academy policies. A tutor group
Liaising with (Working Relationships):	Principal Teaching and support staff Senior staff Director of Learning
Hours of Work:	Full Time
Grade and Range of Post:	MPS / UPS
Current Base:	The George Eliot School
Disclosure Level:	This post is subject to an enhanced DBS disclosure.
Main / Core Duties:	To teach a given timetable ensuring that individual students meet their personal targets through: • Planning and delivering high quality lessons • Managing student behaviour effectively • Effective marking and feedback • Setting appropriate homework To ensure that the classroom is a safe and secure environment. To promote a love of subject and a love of learning with students. Assess student progress in line with MAT and academy policies To work as a form tutor for a given group of students.
Operational Planning:	Plan and deliver high quality lessons in line with MAT and academy policies. Providing information to students and parents in line with MAT and academy policies.

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	Make a contribution to the development of plans within the Faculty and subject area.
Service Provision:	To appreciate and support the role of other professionals. To be responsible for promoting and safeguarding the welfare of children and young people within the Academy. Provide up to date and relevant data on performance. Work with the other teachers within the MAT to maximise opportunities for collaboration.
Service Development:	To seek continually to ensure value for money and performance improvement. To be responsible for personal CPD and participate fully in training and development opportunities identified by MAT or as an outcome of performance management. To contribute to subject area reviews against key performance indicators: • Academic performance • Parental complaints • Student behaviour indicators
Staffing and Staffing Development:	Work with the other teachers across the MAT to ensure that best practice is utilised to ensure consistency in high quality teaching and learning.
Recruitment / Deployment of Staff:	Support recruitment processes as required. Support collaborative working across the MAT.
Quality Assurance:	Monitor student achievement in classes against annual targets with a focus on key groups – EAL, Most Able, Gender, SEN, and PP. Contribute to reviews within subject area and Faculty as above. Analyse and interpret relevant data, research and inspection evidence to inform provision and seek improvement where necessary. Ensure compliance with all MAT and academy policies. Identify good practice, areas for development and strategies for sharing and support.
Management Information and Administration:	Ensure all information required by the Director of Learning, senior staff and the Principal is produced accurately, timely and efficiently.

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Communications:	Effectively communicate with parents and ensure that families are supported as active participants in their child's education, through parent's evenings, transition events and celebration events. Effectively articulate to all stakeholders and in a variety of ways, the vision which underpins all aspects of the Academy's provision and support. To ensure that all communications with service users demonstrate the values of the MAT. To attend all meetings identified by the Director of Learning, senior staff and Principal and communicate the MAT vision effectively at meetings – both internal and external.
Marketing and Liaison:	Develop, nurture and maintain the positive image the MAT. Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the MAT.
Management of Resources (Other than People):	Responsibility for the safe use and safe keeping of Trust resources.
Corporate Responsibility:	To abide by and implement all policies and procedures of the MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.
Other Specific Responsibilities:	To contribute to the overall ethos, work and aims of the Academy and the Academy Trust. To carry out all duties in the most effective, efficient and economic manner. To continue personal development in the relevant area. Participate fully with arrangements made in accordance with the MAT's Performance Management Policy. Perform any other reasonable duties as requested by the Principal.
Safeguarding:	The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.
General Statement:	This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.
Date:	May 2018

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