COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE

C.E.O. Mr D Gurney B.A. Hons / NPQH

Job Title: Teacher of English

Accountable to: Subject Leader of English

Main Duties:

- carry out the duties of a school teacher, as set out in the current Schoolteachers' Pay and Conditions Document
- promote the vision, values and expectations of the school
- secure high quality student outcomes within the English Department
- maintain good standards of planning, preparation and assessment
- ensure that personal standards of teaching are consistently high
- play a full and active role within the subject area
- comply with all whole school policies and procedures

Curriculum provision and development

- contribute to curriculum development within the department
- produce schemes of work, as appropriate
- keep up to date with developments in the subject (including research/inspection findings); classroom management and pedagogy to encourage good practice
- liaise with the Subject Leader regarding links with relevant examination and validating bodies

Raising standards

- make full use of assessment data to produce personal student targets and ensure these are reviewed on a regular basis
- contribute to the subject area's programme of enrichment activities (e.g. booster classes; visits; special events)
- contribute to the establishment of common standards of good practice and to the development of effective teaching and learning within the subject area
- comply with the whole school assessment and reporting procedure

Communications

- represent the department within school as agreed with the Subject Leader
- ensure reports to parent/carers are produced to a high standard and meet the agreed timescales
- ensure effective communication as appropriate with parents/carers and relevant external bodies

Personnel

- participate fully in Performance Management and to act as appraiser if necessary for identified staff within the subject area in line with school policy
- ensure the effective and efficient deployment of classroom support
- participate in the school's ITT programme

Promotion

- contribute to departmental and school promotional activities and events
- contribute to the development of effective subject links with partner schools and the wider community

Management of resources

- manage the physical resources within the designated area, as agreed with the line manager

Pastoral responsibilities

- act as Form Tutor and carry out the duties associated with the role including supporting the school in meeting its legal requirements for collective worship

Health and Safety

- carry out his/her duties with full regard to the school's Health and Safety procedures

Additional duties

- contribute to the life of Cockburn Multi-academy Trust, and to support its Values, Expectations and policies
- actively engage in Performance Management and Continuing Professional Development activities
- undertake any other duties as required by the Executive Headteacher or Head of School

NOTES

A The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Documents.

B This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time.

C This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time.