Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Description

Teacher of English and Drama

Line Manager: Head of English

Job Description

To be a member of English Team and under the direction of the Head of English and to contribute to high standards of teaching and learning and the raising of standards of achievement.

To make a significant contribution to the vision and direction of Guru Nanak Multi Academy Trust where innovation and inspirational learning for all is the core value.

Responsibilities and Tasks

- Plan and teach lessons in accordance with the Academy programmes of study.
- To develop schemes of work and related assessment schemes.
- Produce up to date and informed assessment data on each student taught at regular intervals in line with Academy policies.
- Ensure that Academy policies and practices are implemented consistently including assessment, reporting and recording, equal opportunities and differentiation and behaviour.
- Take an active role in the personal and career development via the Professional Development procedures established by the Faculty and /or the whole Academy.
- Communicate with parents/carers when required and appropriate to discuss the progress of individual students
- Implement Academy policies and practices with due regard to equal opportunities, health and safety and the welfare and learning of students.
- Attend all relevant and appropriate meetings as documented on the Academy calendar.
- Participate with Academy CPD and Performance Management processes.
- Keep abreast of developments with subject specialism relevant to teaching and the progress of students.
- Responsible for promoting and safeguarding the welfare of children and young persons that the post holder is responsible for or comes into contact with.
- To fulfil the conditions of employment for school teachers as laid down in the latest School Teachers' Pay and Conditions Document (STP Acts 1987, 1991 and order 1994).
- Promote good pupil progress and outcomes by pupils as detailed in the Teachers standards.
- Maintain a positive classroom environment by planning and managing displays, classroom layout and access to resources
- Direct the work of any designated support staff

Support for the Academy

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person
- To recognise own strengths and areas of specialist expertise and use these to advise and support others
- To support the Academy's mission statement, vision and strategic objectives

- Raise with other schools and agencies to promote a multi- professional approach to the education of pupils within the Academy
- To be responsible for promoting and safeguarding the welfare of children and young persons that the post holder is responsible for or comes into contact with.

General

- To undertake any other duties commensurate with the post as may be required by your line manager or the Principal.

Equal Opportunities

- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.

Health & Safety

- In addition to the specific responsibilities of this post, every member of staff at Guru Nanak Multi Academy Trust will commit to:
- Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
- Taking responsibility for all risk assessments and establish and manage a proactive Health and Safety Service throughout the Academy, in relation to the role.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.



Person Specification

Teacher of English and Drama

1. Knowledge and Experience	Essential	Desirable
Qualified Teacher Status.	✓	
Evidence of continuing professional development.	✓	
Good Subject Knowledge	✓	
Knowledge of the requirements of the National Curriculum	✓	
Enthusiasm for Drama and the ability to generate this in others	✓	
Ability to raise standard of attainment with ICT and across the curriculum by students' applied use of ICT.	✓	
Ability to use assessment to raise standards of achievement.	✓	
Evidence of successful teaching across ability ranges	✓	
Providing effectively for the individual needs of all pupils i.e. classroom organization and learning strategies	✓	
2. Skills & Knowledge	**Essential**	**Desirable**
Ability to communicate effectively with different audiences, orally and in writing.	✓	
Knowledge of current educational curricular issues relating to English	✓	
The capacity to inspire and motivate others – both adults and students.	✓	
Ability to use ICT both as a teaching tool and for administrative purposes.	✓	
Develop good relationships with pupils, parents, staff, governors and the community	✓	
Create a positive, challenging and effective learning environment	✓	
The capacity to inspire and motivate others – both adults and students	✓	
3. Personal Qualities	**Essential**	**Desirable**
Suitability to work with children	✓	
Enthusiasm, determination and an insistence on high standards	✓	
A sense of humour.	✓	
Excellent attendance and punctuality.	✓	
Willingness to learn new skills and approaches and to share the experience with others.	✓	
Belief in the value of individuals.	✓	