Job Description

POST: Teacher of English

RESPONSIBLE TO: Director of English

SALARY: Mainscale Teacher Pay Scale

PURPOSE:

In addition to carrying out the professional duties of a qualified teacher in accordance with the current DCSF Teachers' Pay and Conditions document, the post holder shall work with Director of English to deliver the accountabilities detailed below.

PRINCIPAL ACCOUNTABILITIES

- Plan, prepare and teach lessons to students assigned to his/her according to the students' educational needs with reference to prior attainment, SEN and English as an additional language as required.
- Teach across the age and ability range, in line with the National Curriculum programmes of study, in such a way as to challenge and inspire students of all abilities.
- Assess, record and report on the development, progress and attainment of students assigned to him/her in line with Academy policies.
- Contribute to the planning and implementation of the curriculum in accordance with National Curriculum, Academy and subject guidelines.
- Liaise with colleagues to ensure a coherent programme of study for the students assigned to him/her. Supervise support staff and provide cover as appropriate.
- Set high expectations for students' behaviour establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships
- Be familiar with, support and reinforce the aims, ethos, policies and procedures of the Academy and curriculum area with students, staff and parents where appropriate.
- Promote enrichment and extension activities related to the subject.
- Be responsible for an aspect of the Curriculum Development / Improvement Plan, as agreed with the Curriculum Leader/Director.
- Participate in meetings in the school, which relate to the efficient management of the school or the objective of raising standards within the department and Academy.
- Perform role of form tutor and assisting in general organisation, behaviour and order of the Academy.
- Undertake all necessary work to enable pupils to enter public examinations.

Safeguarding Children

- Sirius Academy MAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
- The postholder must be flexible to ensure the operational needs of the school are met. This includes undertaking duties of a similar nature and responsibility as and when required, throughout the various places of work in the school.
- To promote the School's Equal Opportunity Policy.
- Ensure faculty rooms and areas present an attractive and stimulating environment.
- The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself. Specific details are outlined in the School Health and Safety Policy.

PERSON SPECIFICATION

KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:

1. **Qualifications – Essential:**
   - Qualified Teacher Status
   - Degree or equivalent

2. **Knowledge – Essential:**
   - An awareness of the issues around monitoring Academy performance

3. **Experience – Essential:**
   - Ability to work under pressure, achieve quality work and meet competing deadlines
   - Ability to raise standards in the Academy

4. **Skills – Essential:**
   - Excellent teacher performance in the classroom
   - A developed educational philosophy to include equal opportunities
   - ICT skills
   - Ability to communicate effectively and appropriately in a variety of situations
   - Good organisational, inter-personal and consultancy skills

INTERPERSONAL/COMMUNICATION SKILLS:

- Actively supports the Academy's aims
- Active participation in Academy developments such as extra-curricular activities/ educational visits / out-of-hours learning
- Passion for teaching
- Energy, enthusiasm and flexibility
- Good health and attendance record
- Sense of humour and a positive outlook on life
- Ability to work under pressure and determination to succeed
- Commitment to safeguarding and promoting the welfare of children and young people
- Willingness to undergo appropriate checks, including enhanced CRB checks
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline

Work Environment

a, Work Demands

High quality curriculum provision and effective teaching and learning within English. This may involve evening work (parents' evenings, meetings etc).

b, Physical Demands

Endurance within a classroom setting, teaching students while standing, sitting, or walking throughout the classroom, use of educational aids (electronic whiteboards etc), and retrieval and use of materials.

c, Working Conditions

Working in a classroom educational setting.

d, Emotional Demands

The post holder will be at some risk working in an educational environment above. May be at risk of abuse and aggression from students, parents and carers.

Creativity and Innovation

The post holder will be required to re-schedule work where/when necessary in order to fit in with the working day of the Academy and ensure that tasks are completed.

Contacts and Relationships

Executive Principal
Head of School
Staff
Directors
Community
Parents
LA
Trade unions
Other government departments

This Job Description conveys a full and accurate description of the job:

Signature	**Designation**	**Date**
1. CONFIRMED BY: ……	**(LINE MANAGER)**	**……..**
2. CONFIRMED BY: ……	**(SERVICE HEAD) (OR DELEGATE)**	**……..**
3. RECEIVED & AGREED BY:	**(POST HOLDER)**	**……..**

…….*

**The employee must countersign the Job Description to show that he/she has received it, although they may not agree with its content. They may delete "& AGREED" if this is the case.*

Grade established/Approved

DATE OF PANEL: …….. **DATE: ……**