Lode Heath School

Job Description

Post Title:	**Teacher of English**	**Salary Grade:**	**MPS or UPS**
Location:	**Lode Heath School**	**Salary Range:**	**MPS 1-6 UPS 1-3**
Department :	**English**	**Weeks:**	**NA**
Responsible to:	**Subject Leader Year Leader Headteacher Governors**	**Hours:**	**Full Time**

JOB PURPOSE:
Teacher of English primarily and other subjects where required, according to the Teachers' Pay and Conditions Act.

To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you principally but not exclusively by teaching English.

To actively support the collegiate responsibilities across the school as a whole.

To support the Subject Leader in ensuring that the Department's work meets the aims and policies of the school, both in relation to the ethos of the school and to specific curriculum policies.

WORK PERFORMED:

1. Teach across the age and ability range to and including GCSE, in a professional manner, with full regard to the aims and objectives of the Area and current programmes of study.
2. Raise the contribution of the subject as part of the development of the whole child.
3. Provide a colourful, stimulating, supportive and challenging environment for learning.
4. Employ a wide range of pedagogical strategies to meet the needs of all learners.
5. Gather and use assessment data to plan and implement effective intervention work.
6. Follow agreed procedures on matters such as marking and providing feedback on student work, record keeping, report writing, disciplinary matters and the setting of homework.
7. Attend meetings, parents' consultation meetings and other events within the annual calendar.
8. To actively support the collegiate responsibilities within the main teaching area, addressing aspects of delegated responsibility as appropriate.
9. Help draw up the school and department evaluation and development plans.
10. Perform such reasonable duties as required by Head, Subject Leader and Head of Year.
11. To respond to the entitlement of all staff to professional development through an induction process and through his/her personal growth according to the Continuing Professional Development/Performance Management Scheme.
12. To promote the general progress and well-being of individual pupils and of any class or group of students assigned to him/ her principally but not exclusively as a form teacher.
13. As a form tutor, contribute to all aspects of pupils' personal and educational development in co-operation with the Year team and the Deputy Headteacher.
14. Take an equitable share of statutory duties.

PEOPLE RESPONSIBILITIES:

1. UPS teachers are required to make a 'substantial and sustained' contribution to the wider life and ethos of the school. This may include the coaching and mentoring of other staff members.

WORK RESPONSIBILITIES:

1. Teaching timetable and tasks in accordance with the job description of subject teacher.

SAFEGUARDING RESPONSIBILTIES:

1. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for, or comes into contact with all staff.

FINANCIAL RESPONSIBILITIES:

N/A

BUILDINGS AND EQUIPMENT RESPONSIBILITIES:

N/A

SPECIAL CONDITIONS OF EMPLOYMENT

NO SMOKING POLICY

The School operates a 'Non Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.

HEALTH AND SAFETY

The post holder will be responsible for their personal Health and Safety as per the Schools Health and Safety Policy.

INFORMATION QUALITY

You are responsible for ensuring that you comply with the School's Information Quality Standards

TRAINING AND DEVELOPMENT

The School is committed to personal and organisational development of the individual.

The post holder will be encouraged to contribute to identify and meet job related development needs.

DATA PROTECTION

As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act 1998.

EQUAL OPPORTUNITIES

The School is committed to a wide range of diversity issues including Equal Opportunities.

As an employee of Lode Heath School the post holder is expected to demonstrate a commitment to a wide range of diversity issues including Equal Opportunities.

Job description reviewed by: L Suddon **Date: July 2017**