



# The Adeyfield Academy Job Description

## Teacher of English MPS/UPS (+ Fringe)

Line Manager: **Head of Faculty**

### 1. Job Purpose

To carry out the professional duties and statutory conditions of a school teacher, as specified in the current Teachers' Pay and Conditions document, including the delivery of high quality teaching and learning to students. This post can include any reasonable directions from the Principal or those delegated to the Head of Faculty.

### 2. Key responsibilities

The duties listed below are not an exhaustive list of what is required.

- Be responsible for the quality of teaching and learning of all students who are assigned to the post holder.
  - To plan and prepare courses, lessons and Schemes of Learning;
  - To teach students according to their educational needs, including the setting of homework and marking of work;
  - To assess, record and report the progress and achievement of students
- Supervise the work of any support staff, including HLTAs and support teachers, who are assigned to work with the post holder's students.
- Provide leadership across the school this to include:
  - monitoring quality and standards
  - contributing to school planning and self-evaluation
  - providing professional support to other teachers and support staff
  - advising the Principal on appropriate resources and materials
  - leading appropriate professional development.
- Promote the general progress and well-being of students.
- Provide guidance and advice to students to further their education and future careers.
- Participate in meetings arranged for any of the purposes described above.
- Participate in the arrangements for Performance Management.
- Maintain good order and discipline among students and safeguard their health and safety in accordance with Safeguarding Procedures and the Health & Safety Policy.

### 3. Job context

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise. All teachers make a valuable contribution to the school's development and, therefore, to the progress of all students. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager. For newly qualified teachers, subject leadership is by the line manager for the first year.

#### **4. Review of duties**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

#### **5. Line Management Responsibilities**

There are no line management responsibilities.

#### **6. Knowledge, Experience and Competencies**

- Taught English in a secondary school
- Understanding of successful strategies and techniques to improve student outcomes.
- Make a distinctive contribution to the success of the faculty
- Contribute effectively to the faculty.

#### **7. Qualifications**

Specific qualifications required for a teacher.

#### **8. Physical Effort**

Due to the nature of this job it will involve a lot of physical effort. This will also include moving and setting up equipment.

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the appraisal process.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*