

Post:	2ic of English
Responsible to:	Head of Department
Salary scale:	MPS + TLR 2b
Location:	Waterside Academy

Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

Main responsibilities of the post

- To teach high quality, engaging, well-planned and differentiated lessons that are rich in the use of assessment for learning
- To comply with the range of duties and responsibilities of teachers as set out in the current School Teachers' Pay and Conditions document

Specific responsibilities

Strategic Leadership:

- Under the direction of the Head of Department, develop effective practice that has a positive impact on the experience of all students in Key Stage 3 and Key stage 4 and contributes to raising standards of attainment, behaviour and achievement
- To lead on an area of improvement identified by the Head of Department, this could be the provision for Pathway A students (MAS)
- Working in partnership with the Head of Department to set tasks which challenge students and ensure high levels of interest
- To support with the line management of staff within the department
- To deputise for the Head of Department when required

Operational role:

- Take an active part in department meetings and attend other meetings where appropriate
- Maintain and update comprehensive records
- Manage resources to ensure effectiveness and value for money
- Ensure that student data about attendance, behaviour, and participation in extended and enrichment activities is collected, collated and deployed effectively
- Ensure that student data about progress, attainment and achievement is used effectively to improve student outcomes
- Participate in public and internal examination arrangements as well as other assessment programmes
- Keep records of students' attendance, classwork and homework
- Be responsible for the room(s) in which they teach with regard to appearance and display, and for resources and equipment as appropriate
- Sharing in the department's work in curriculum development with regard to courses of study, teaching materials and methodologies used

- Undertaking additional administrative duties as directed by the Head of Department
- To undertake the role of mentor for students in a given form group

Quality and Standards:

- Prepare reports where necessary
- Contribute to the school's monitoring and evaluation processes
- Adhering to all agreed departmental and whole school policies e.g. Marking, Homework, S.E.N and Equal Opportunities
- Have a working knowledge of teachers' professional duties and legal liabilities and adhere to the teachers' standards
- Take responsibility for own professional development and duties in relation to school policies and practices

Teaching and Learning:

- Teaching assigned classes appropriately, according to their needs. This includes the setting, marking, assessing of classwork, homework, projects and visits, where appropriate
- Act as a role model in the provision of high quality teaching, learning and assessment
- Contribute to the school's monitoring and evaluation processes
- Keep records of students' attendance, classwork and homework
- Endeavour to give every child the opportunity to reach their potential and meet high expectations

Staff, Resources and Accommodation:

- Take an active part in line management
- Ensure the appropriate standards of care among students in relation to the faculty and school environment

Community:

- Ensure there is an effective dialogue with parents/carers, outside agencies, community partners and partner organisations
- Represent the school as required
- Develop links with other schools, colleges and learning providers as appropriate
- Liaise with external partners and ensure positive relationships with members of the wider community

General:

- Maintain a high profile in the faculty
- Attend and participate in regular meetings
- Support school functions as appropriate
- Contribute to the development and implementation of the department development plan and action plans
- Participate in the school's arrangements for assemblies and other events
- Undertake self-review and engage in regular Performance Management where appropriate
- Establish effective working relationships and set a good example through personal presentation and professional conduct

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This job description describes the way the post holder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.