Chingford Academies Trust

South Chingford Foundation School

JOB DESCRIPTION

JOB TITLE: Teacher of English

RESPONSIBLE TO: Head of English Faculty

GRADE/PAY RANGE: MPS/UPS

KEY CONTACTS: Internal: Staff/Pupils/Students
External: Parents

RESPONSIBLE FOR: None

PURPOSE OF THE JOB:

To provide an effective and efficient teaching service to the English Department.

MAIN DUTIES AND RESPONSIBILITIES

1. To prepare, teach, mark and evaluate pupil's work according to the English Department and school policies.

2. To be able to teach KS3, KS4 and AS/A2 Level English, Literature and English Language as required.

3. To keep detailed records and evidence of pupils' progress to inform target setting and the reporting cycle.

4. To attend English Department meetings.

5. To play an active role in developing and implementing departmental policy and Schemes of Work.

6. To keep informed of curricular developments in English.

7. To keep informed of whole school policies and to play an active role in implementing them.

8. To carry out the duties of Form Tutor (as directed) as outlined in the role description.

9. To attend pastoral meetings and play an active role in developing and implementing year-team policy.

10. To attend appropriate parent's evenings.

11. To carry out a share of supervisory duties in accordance with published schedules.

12. To participate in performance review and development procedures.

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.

2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.

3. To be committed to, and comply with, all school policies.

4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.

5. To participate in appraisals annually in line with school policy.

6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.

7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.

8. To work effectively and successfully in your team within school.

Other requirements

To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This

includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder .....

Signature ..... Date .....