**Job Description**

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| **School:** | Coal Clough Academy |
| **Job Title:** | Teacher of English KS3 / KS4 |
| **Grade:** | NQT / MPS / UPS |

**JOB PURPOSE**

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
* To monitor and support the overall progress and development of students as a teacher/form tutor.
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
* To contribute to raising standards of student attainment.
* To share and support the School’s responsibility to provide and monitor opportunities for personal and academic growth.

**AREAS OF RESPONSIBILITY**

* Operational/Strategic Planning
* To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
* To contribute to the subject area’s Development Plan and its implementation.
* To attend all appropriate meetings.
* To plan and prepare courses and lessons.
* To contribute to the whole Academy’s planning activities
* Curriculum Provision
* To assist the Subject Leader to ensure that the curriculum area provides a range of teaching which complements the School’s Strategic Objectives.

**ROLE OF SECONDARY SUBJECT TEACHER**

Staff Development:

* To take part in the School’s staff development programme by participating in arrangements for further training and professional development.
* To continue personal development in the relevant areas including subject knowledge and teaching methods.
* To engage actively in the Performance Management Review process.
* To ensure the effective/efficient deployment of classroom support.
* To work as a member of a designated team and to contribute positively to effective working relations within the School.

Quality Assurance:

* To help to implement the School’s quality procedures and to adhere to those.
* To contribute to the process of monitoring and evaluation of the subject area in line with agreed School procedures, including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required.
* To review from time to time methods of teaching and programmes of work.
* To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.
* Management of Information
* To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc.
* To complete the relevant documentation to assist in the tracking of students.
* To track student progress and use information to inform teaching and learning

Communications

* To communicate effectively with the parents of students as appropriate.
* Where appropriate, to communicate and co-operate with persons or bodies outside the School.
* To follow agreed policies for communications in the School.
* Management of Resources
* To contribute to the process of the ordering and allocation of equipment and materials.
* To assist the Subject Co-ordinator to identify resource needs and to contribute to the efficient/effective use of physical resources.
* To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, subject area and the students.
* Pastoral System
* To be a form tutor to an assigned group of students.
* To promote the general progress and well-being of individual students and of the form tutor group as a whole.
* To liaise with the Subject Leader to ensure the implementation of the School’s Pastoral System.
* To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life.
* To evaluate and monitor the progress of students and keep up to-date student records as may be required.
* To contribute to the preparation of Action Plans and progress files and other reports
* To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
* To communicate as appropriate, with the parents of students and with persons or bodies outside the School concerned with the welfare of individual students, after consultation with the appropriate staff.
* To contribute to PSHE and Citizenship and enterprise according to School policy.
* To apply the Behaviour Management systems so that effective learning can take place

Teaching

* To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the School and elsewhere.
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
* To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students.
* To undertake a designated programme of teaching.
* To ensure a high-quality learning experience for students which meets internal and external quality standards.
* To prepare and update subject materials.
* To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
* To maintain discipline in accordance with the School’s procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
* To undertake assessment of students as requested by external examination bodies, the subject area and School procedures.
* To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties

* To continue personal development as agreed at appraisal.
* To engage actively in the performance review process.
* To address the appraisal targets set by the line manager each Autumn Term.
* To undertake any other duty as specified by School Teachers’ Pay and Conditions Body (STPCB) not mentioned in the above.
* To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To support the School in meeting its legal requirements for worship.
* To promote actively the School’s policies.
* To comply with the School s Health and Safety policy and undertake risk assessments as appropriate.
* To show a record of excellent attendance and punctuality.
* To adhere to the School’s Dress Code.