



Job Description: Teacher of English

Teacher (Ysgol Friars' Teachers' Pay SMS/SUPS)

What follows is a list of responsibilities which a teacher may be required to undertake. It may be subject to renegotiation should there be changes within the Senior Management Team. It further represents a list of responsibilities which cannot be carried out simultaneously and is therefore subject to prioritisation, delegation or to the varying demands of different periods of the academic year. It is also subject to the terms of the School Teachers' Pay and Conditions of Service document which apply to teachers.

Management

The Headteacher is responsible for the deployment and management of all staff employed to work at the school and his authority may be delegated to other members of the Senior Management Team. On a day to day basis, you are directly accountable to the relevant Head of Faculty/Department for your teaching duties.

General Teaching Duties Duties - Outcomes to Be Achieved:

1. You should seek to support the school's attempt to secure the best possible attendance and:
 - Ensure that pupils in your group are registered promptly and accurately <Z:\SOPs\SOP Registration of Pupil Attendance.docx>;
 - Secure the best possible attendance of pupils in your registration group, carrying out the responsibilities outlined in <Z:\SOPs\SOP Attendance.docx>.
2. If acting as a registration tutor, you should ensure, as far as possible, that pupils leave registration prepared for the school day and:
 - Ensure that pupils leave your registration period dressed in accordance with school uniform rules by carrying out the responsibilities outlined in <Z:\SOPs\SOP Uniform.docx>;
 - Following the "Clean Slate" procedures.
3. Also in this role, you should promote pupil achievement by:
 - Periodically monitoring homework diaries in accordance with <Z:\SOPs\SOP Homework Diary.docx>;
 - Passing on positive gossip from staff briefing;
 - Following the school rewards procedures <Z:\SOPs\SOP Rewards and Awards.docx>;
 - Recording particular achievements on achievement log and passing on any particularly noteworthy to the relevant Year Team Leader;
 - Following and completing the PSE programme for the year group, ensuring that pupils complete any work set and that work is regularly marked to indicate satisfactory completion in accordance with <Z:\SOPs\SOP PSE.docx>.

4. In carrying out general supervisory duties you should seek to promote pupil safety and welfare by having due regard to appropriate procedures (Z:\SOPs\SOP Duty.docx) and in particular:
 - Be on site by 8.45 a.m. and not leave before 3.25 p.m. unless working shorter part-time hours and/or granted permission to arrive later or leave earlier by a member of SMT, in the latter case signing the exeat book in Mrs Janet Williams's office;
 - Arrive punctually at lessons, ensuring that pupils line up in an orderly manner before entering and that they remain standing until told to sit and:
 - Teach or supervise them for the duration of the lesson or such part of the lesson as may be designated;
 - Not allow pupils to leave the class unless in accordance with school procedures and only after providing them with corridor passes;
 - Not dismissing the class before the end of lesson bell (but see below);
 - Be at your designated duty location by 8.45, 11.05 and at the buses by 3.15 (bringing pupils from lesson 5 with you if necessary) on the day when you are designated to undertake duty;
 - Inform your Duty Team Leader if for any reason (other than unforeseen absence from school) you are unable to carry out the above duties.

5. In carrying out your teaching duties, you should seek to secure the highest possible standards of achievement and behaviour of pupils in your classes by:
 - Ensuring pupils adhere to school uniform rules Z:\SOPs\SOP Uniform.docx;
 - Teaching in accordance with the agreed Faculty/Departmental scheme of work;
 - Planning and delivering lessons which have due regard to the school's teaching and learning policy Z:\SOPs\SOP Teaching and Learning Policy.docx;
 - Assessing pupils' work and recording and reporting on their progress in accordance with the school and Faculty/Departmental assessment policy and marking policy Z:\SOPs\SOP Assessment.docx;
 - Setting appropriate homework Z:\SOPs\SOP Homework.docx;
 - Ensuring that pupils make appropriate use of the homework diary Z:\SOPs\SOP Homework Diary.docx
 - Preparing pupils for any relevant examination course followed by the Faculty/Department, having due regard to the Faculty/Department Scheme of work, the examination specification and the rules of the examination board;
 - Following the requirements contained in any IEPs/PSPs relevant to pupils in your classes;
 - Using the school's underachievement Z:\SOPs\SOP Underachievement.docx and behaviour recording systems in accordance with any guidance issued by the Headteacher;
 - Following the school's pupil conduct policy Z:\SOPs\SOP Behaviour.docx and other procedures to promote good behavior (Z:\SOPs\SOP Classroom Rules.docx; Z:\SOPs\SOP Courtesy and Manners.docx; and Z:\SOPs\SOP Detentions.docx);
 - Following any policies or procedures in relation to the teaching of pupils with additional learning needs (ALN) Z:\SOPs\SOP ALN.docx;
 - Following any policies or procedures in relation to the teaching of able and talented pupils Z:\SOPs\SOP Able Pupils.docx;

- Seeking, as far as is reasonably possible, to secure parental co-operation to sustain and improve the levels of their children's achievement by using the school's reporting procedures, through the use of the homework diary and through attendance of parents' evenings [Z:\SOPs\SOP Parents' Evenings.doc](#).
 - develop curriculum content to ensure that all learners have opportunities to develop and refine the skills set out in the Literacy and Numeracy Framework
 - integrate literacy and numeracy into their teaching – whatever the subject matter
 - inform discussions with parents/carers, learners and other teachers about learner performance
 - help learners with their own self-assessment activities and planning for learning
 - monitor, assess and report on individual learner performance
 - identify learners who may benefit from intervention or who are working beyond age-related expectations
6. You should promote the pastoral care and welfare of your pupils and in particular you should seek to:
- Be vigilant for any signs of abuse or neglect and report these to the Child Protection Co-ordinator, Mr Martin Williams [Z:\SOPs\SOP Child Protection.docx](#)
 - Seek to assist and support pupils with any pastoral problems and refer on to the Year Team Leader any which require higher level intervention
 - Be aware of any pupils for whom you are responsible who appear on the school's medical list and familiarize yourself with the care plans of the small minority who have more severe conditions in order that you can recognize the onset of the condition and secure appropriate assistance.
 - Deliver the "Thought for the Day" on any day where pupils are in your charge as group tutor for a designated tutor period [Z:\SOPs\SOP Collective Worship.docx](#);
 - Bring pupils to assembly promptly on designated days and remain with them for the duration (unless withdrawing on grounds of conscience or belief from any part which contains an act of worship) [Z:\SOPs\SOP Collective Worship.docx](#).
 - Follow the procedures for organising trips [Z:\SOPs\SOP Trips and Visits.docx](#)
7. You should develop your skills as a teacher by:
- Participating proactively in arrangements for your professional development;
 - Reflecting on your own practice;
 - Sharing good practice with others and contributing to Faculty/ Departmental Schemes of Work and resources any examples of good practice of your own.
8. You should support and foster the collaborative working of any team within the school of which you are a part.

9. You should assist the work of any faculty or department in which you teach by attending scheduled meetings and contributing good practice to develop the work of the faculty/department [Z:\SOPs\SOP Directed Time.docx](#).
10. You should seek to secure the health and safety of yourself and others by:
- Having due regard to the school's health and safety policy [Z:\SOPs\SOP Health and Safety.docx](#);
 - Familiarizing yourself with procedures for fire safety [Z:\SOPs\SOP Fire Safety.docx](#);
 - Reporting accidents and dangerous incidents in accordance with school procedures [Z:\SOPs\SOP Accidents.docx](#).
11. In general you should:
- Comply with school policies and act in accordance with guidance and procedures issued by the Headteacher;
 - Keep the allocated teaching room(s) in good order and report any defects according to school procedures [Z:\SOPs\SOP Repairs and Maintenance.docx](#);
 - Follow relevant personnel procedures such as those relating to sickness and leave of absence [Z:\SOPs\SOP Absence \(Staff\).docx](#);
 - Undertake any duties as may be reasonably allocated by the Headteacher, following appropriate consultation, which fall within the duties set out in the School Teachers' Pay and Conditions of Service Document. [Z:\SOPs\SOP Directed Time.docx](#).

The job description and allocation of particular responsibilities may be amended by agreement from time to time.