

# GROVE ACADEMY

## JOB DESCRIPTION

<b>POST TITLE:</b> English Teacher	<b>SALARY:</b> M1 – M6 Depending on experience
<b>CONTRACT TYPE:</b> Full-time/permanent - (subject to satisfactory completion of probationary period)	<b>RESPONSIBLE TO:</b> Head of English

### MAIN PURPOSE:

- To support the School's aim and objectives for raising standards of student achievement and ensuring high quality learning and teaching.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom.
- Teach a subject to pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- Teach all ages and levels of ability, the post holder will help to build upon the high standards of the school.
- To share resources and good practice, partake in lesson observation, collaborative teaching, mentoring and active participation in continuing professional development.
- To monitor and support the overall progress and development of pupils as a teacher/personal tutor.

### DUTIES AND RESPONSIBILITIES

#### Teaching and learning

- To undertake a designated programme of teaching.
- Planning and preparation of courses and lesson for the classes assigned to her/him in accordance with the department's curriculum planning, including the implementation of the National Curriculum where relevant.
- To teach pupils according to their educational needs and to set and mark pupils' work.
- To ensure that the enterprise focus/project-based learning approach of the school is reflected in the teaching/learning experience of pupils.
- To ensure a quality learning experience for pupils that meets internal and external standards.
- To prepare and update subject materials as required.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs.
- To maintain discipline in accordance with the school's procedures, and to ensure good punctuality, behaviour, standards of class work and homework.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep accurate records as required.
- To provide, or contribute to, oral and written assessments, reports relating to individual pupils and groups of pupils within the schools agreed deadlines.
- To undertake assessment of pupils as requested by external examination bodies, department and school procedures. To keep accurate records safely.
- To regularly mark, record and give written/verbal and diagnostic feedback to pupils as required by Assessment for Learning.
- To maintain appropriate records and to provide relevant accurate and up-to date information for registers, PA, etc.
- To track pupil progress and use information to inform teaching and learning.
- To complete the relevant documentation required in the tracking of pupils.
- Being responsible for the room(s) in which he or she teaches with regard to appearance and display and for resources and equipment as appropriate.

### DUTIES AND RESPONSIBILITIES

#### Professional development and teamwork

- 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 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.
- Establish and maintain effective working relationships with professional colleagues and other leaders to develop cross curricular/phase links and creative approaches to learning.

- Participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.

## **DUTIES AND RESPONSIBILITIES**

### Curriculum

- To assist in the development of appropriate schemes of work, marking policies, teaching strategies and resources in the department.
- To contribute to the school improvement plan and its implementation.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Strategic Objectives.

## **DUTIES AND RESPONSIBILITIES**

### Evaluation

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review methods of teaching and programmes of work in line with requirements.
- 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.

## **DUTIES AND RESPONSIBILITIES**

### Communication

- To communicate effectively with the parents of pupils as appropriate.
- To take part in liaison activities such as parents' evenings, review days and liaison events with other schools.
- Where appropriate, to communicate and co-operate with bodies outside the school.
- To follow agreed policies for communications in the school.
- To contribute to the development of effective subject links with external agencies.

## **DUTIES AND RESPONSIBILITIES**

### Management of resources

- To contribute to the process of the ordering and allocation of equipment and materials as relevant
- To assist the Senior Leadership Team to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with others to ensure equitable and effective use of resources to benefit the pupils, department and the school.

## **DUTIES AND RESPONSIBILITIES**

### Pastoral

- To promote well-being and progress of individual pupils, and of the tutor group as a whole.
- To ensure the implementation of the school's Pastoral System.
- To accurately register pupils, 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 pupils and keep up-to-date records as required.
- To contribute to the preparation of pupil profiles, action plans and reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- To apply behaviour management systems so that effective learning can take place.
- Checking on students' school uniform and enforcing school rules regarding jewellery etc.

## **DUTIES AND RESPONSIBILITIES**

### Health and safety

- To comply with the school's Health and Safety policy and help to maintain a safe working environment.
- To undertake risk assessments as appropriate.
- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.

## **OTHER PROFESSIONAL REQUIREMENTS**

- Play a full part in the life of the school community, to support its unique vision and ethos and to encourage staff and pupils to follow this example.

- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Present themselves in a smart and professional manner befitting of their profession.
- To undertake duties as specified by the Principal not mentioned in the above.
- Undertaking additional administrative duties as directed by their line manager.
- To comply with any reasonable request from the senior leadership team.