



Ash Manor School

Aspire and Achieve



JOB DESCRIPTION & KEY ACCOUNTABILITIES

Post Title: Teacher of English – 2nd in Department

Location: Ash Manor School

MAIN PURPOSE OF JOB

This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.

- ❖ To assist the Head of Department in the provision and delivery of a high quality English curriculum.
- ❖ To assist the Head of Department with the assessment and monitoring of student progress in English
- ❖ To support the daily work of the Department, including the formation and implementation of policy and the organisation of appropriate lessons.
- ❖ To promote English throughout the school through the setting of high expectations and standards

MAIN ACCOUNTABILITIES

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

Leadership

- ❖ To plan, co-ordinate and monitor the work undertaken in co-operation with department staff.
- ❖ To act as Deputy Head of Department, deputising for the Head of Department in his/her absence.
- ❖ To assist the Head of Department in the formulation and implementation of departmental aims and objectives
- ❖ To promote the general progress and well-being of individual pupils and provide guidance and advice as necessary.
- ❖ To attend staff meetings which relate to curricular, guidance, administrative and organisational issues.
- ❖ To assist the Head of Department in the organisation and administration of department meetings and training.

Accountability

- ❖ The academic performance and continuing development of all students in English.
- ❖ Ensuring all administrative and teaching processes are completed on time and effectively.
- ❖ To deliver work compatible with Key Stage 3 and Key Stage 4 of the National Curriculum in all of its aspects, subject to the policy of the school.
- ❖ To undertake all such duties as may be requested by the HeadTeacher in accordance with the prevailing Teachers' Pay and Conditions Act, and local agreements.

Liaison

- ❖ Head of Department - English
- ❖ Leadership Team and governing body
- ❖ Special Educational Needs Team
- ❖ Pastoral Leaders
- ❖ Students
- ❖ Parents
- ❖ Other Teaching and Support Staff
- ❖ Local Education Authority representatives

Learning and Teaching

- ❖ To plan and prepare lessons, teach pupils as assigned, including the setting and marking of work.
- ❖ To assess, record and report on the progress and attainment of pupils.
- ❖ To monitor the learning and teaching and academic progress of students in English.
- ❖ To oversee and monitor the academic progress of each teaching group.
- ❖ To apply your methods of teaching and to participate in arrangements for further training.
- ❖ To maintain good order and discipline among pupils, safeguarding their health and safety both on and off the school site when engaged in authorised activities.
- ❖ To prepare students for public examinations and to participate in all necessary routines associated with them, whether authorised by the school or the examination boards.
- ❖ To oversee a purposeful programme of study and activities for tutor time.

Recording and Assessment

- ❖ To support the Head of Department.
- ❖ To provide or contribute oral or written assessments, reports and references as required for individual students.

Pastoral Care

- ❖ To communicate and consult with parents of pupils and with other appropriate persons and bodies outside the school, as appropriate.
- ❖ To participate in meetings arranged for any of the purposes described, within the school's directed time schedule.

Assemblies

- ❖ To attend assemblies and to register the attendance of students in accordance with school policy.
- ❖ To manage the arrival, punctuality and behaviour of the students in assembly.

Relations with Parents

- ❖ To develop and maintain positive home school links in order to support student achievement.
- ❖ To participate in Parents' Evenings, giving purposeful information on student progress.

Other duties and responsibilities

- ❖ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- ❖ To contribute to the review of School policies as appropriate.
- ❖ To provide support for student's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and

behaviour.

- ❖ To manage own record keeping in respect of individual student's development, progress and attainment as appropriate.
- ❖ To assist with the general pastoral care of the students, including helping students who are sick, distressed or injured.
- ❖ To attend relevant meetings and participate in training opportunities and performance development as required.
- ❖ To participate in agreed schemes of teacher appraisal, to include all aspects of in-service training in liaison with the school professional tutor.
- ❖ To develop links with Governors, LA and neighbouring schools.
- ❖ To comply with school policies and procedures with regard to Health and Safety, equal opportunities, race equality, conduct and dress.
- ❖ To undertake any other duties as may be reasonably required.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

Signed by Job Holder: Date:

Signed by Line Manager: Date: