

Southern Academy Trust

Part I

General: You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

Part II

1. **Name:**

2. **Post:** Teacher Drama and Literacy

3. **Scale:** **NQT/MPS/UPS**

4. **The purpose of the Job:**

Under the co-ordination and direction of the Head of Department, to contribute to the teaching and other work of Drama and Literacy.

5. **Relationships:**

The post holder:-

5.1 is ultimately responsible to the Principal in all matters and through the appropriate Vice Principal, Head of Department and Head of House for academic and pastoral matters within a given tutor team;

5.2 interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the subjects in the school curriculum and cross-curricular links, encouraging development and improving the quality of teaching and learning in the School.

6. **Key Tasks:**

6.1 To teach Drama and Literacy and, if necessary, subsidiary subjects for which qualified to teach, and to participate in the development of appropriate syllabuses, materials and schemes of work in these subject areas, attending team meetings as necessary.

6.2 To control and oversee the use of and storage of books, stationery and other teaching materials related to their teaching and ensuring that relevant Health and Safety Regulations are observed.

6.3 To carry out a share of supervisory duties in accordance with published rosters or as detailed by the Principal.

6.4 To participate in appropriate meetings with colleagues and parents as required in respect of duties connected with the post.

6.5 To keep abreast of trends and developments in education, relevant to the post.

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- 6.6 To undertake other tasks/responsibilities specific to the post holder's subject area or work.
7. To assist the Head of House in his/her work through delegated key tasks and carry out the duties of a group tutor (if required) in respect of the students in the tutor group to include:-
- (i) the maintenance of discipline and acceptable standards of conduct and appearance of students;
 - (ii) the establishment of rapport with students to develop their social and academic potential and be a main source of reference for their problems;
 - (iii) the marking of the tutor group register (a legal document), ensuring that all information therein is kept up to date and that absences and lateness are accounted for and taking appropriate action where they are not;
 - (iv) the compilation of reports and references on the students as required, the maintenance of and conversance with the contents of the tutor group's students' files;
 - (v) the monitoring of homework, student planners and the academic progress of students;
 - (vi) the effective use of mentoring and tutor periods through activities/tutoring, supervising movement to and from assemblies with the tutor group, and attending tutor team meetings and briefings
 - (vii) The postholder will be responsible for promoting and safeguarding the welfare of children and young people that they are responsible for/come into contact with, in accordance with the school's safeguarding and child protection policy.
8. The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use directed time in accordance with the School's published time budget policy, and have regard to Section 67 of a Teacher's Conditions of Employment.
9. The job description is **NOT** necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment after consultation with the post holder.

The key responsibilities and duties sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Chief Executive Officer.

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Other duties

- To have due regard for safeguarding and to follow child protection policies and procedures adopted by Southern Academy Trust.
- Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
- Uphold and promote the values and ethos of the academy.
- Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
- Participate in workplace learning and development opportunities and work to continually improve own and team performance.

Employee Signature Date.....

Employee Name
Please print