



The Excelsior Academy

Job Description and Person Specification

Post: Teacher of English

Grade: Main Pay Scale (MPS)/ Upper Pay Scale (UPS)

Responsible to: Head of Department

All members of staff are part of a professional team which supports the aims of the Academy. Colleagues should co-operate and be supportive in ensuring the smooth running of the school and, as members of a team, take responsibility for any child within the school community as necessary. Every teacher is expected to keep up to date with current thinking in education and to be engaged in continuous professional development. All teachers, after ECT year, have some curriculum responsibility as part of their Continuous Professional Development and will be expected to agree this with the Head of Department or Assistant Headteacher.

Main purpose of post

To have the highest expectations of all students, using effective resources and methods to achieve the highest standards of learning and achievement for all students.

Specific Responsibilities

1. To plan and prepare courses and lessons, using a variety of teaching methods and to provide written/oral feedback on class and homework, in accordance with the scheme of learning.
2. To plan effectively to ensure all students have the opportunity to meet their potential, taking account of the needs of students who are underachieving, very able students and those with special educational needs, making use of relevant information and specialist help where available.
3. To take account of ethnic and cultural diversity to enrich the curriculum and raise achievement.
4. To participate in the development of appropriate syllabuses, materials, reviews of schemes of work and policies. To contribute to the department's improvement plan and its implementation.
5. To endeavour to establish a good rapport with classes and to encourage good practice with regard to punctuality, behaviour, standards of work and homework (according to Academy policy).
6. To assess, record and report on the development, progress and attainment of pupils, maintaining accurate records and using the information to inform teaching and learning.

7. To set clear targets for improvement of students' achievement, monitor students' progress towards those targets and use appropriate teaching strategies in the light of this including, where appropriate, in relation to literacy, numeracy and other Academy targets.
8. To liaise effectively with students' parents/carers through informative oral and written reports on students' progress and achievements, discussing appropriate targets and encouraging them to support their children's learning, behaviour and progress.

ADDITIONAL SPECIFIC RESPONSIBILITIES

9. To be a Form Tutor if required and to carry out related duties in accordance with the general job description of Form Tutor:
 - following the procedures outlined in the *Staff Handbook*, keep an accurate and up-to-date Tutor Register and to inform the Year Lead of any absence not covered by a note;
 - write tutor reports, participate in Parents Evenings and Target Setting days, prepare initial drafts for references, testimonials and reports to outside agencies;
 - insist on high standards of work, behaviour, attendance and punctuality from members of the Tutor Group;
 - check and initial planners on a weekly basis;
 - use registration time profitably, and ensure that pupils remain in their tutor group rooms at these times;
 - attend assemblies with the tutor group and supervise their arrival, behaviour and departure;
 - participate in meetings called by the Year Lead;
 - participate in Parents' Meetings involving the Tutor Group, and foster good home-Academy relationships.

GENERAL DUTIES

10. To take responsibility for consistently and actively implementing school policies and practices.
11. To take responsibility for your own professional development and performance.
12. To carry out supervising duties in accordance with published schedules.
13. To communicate effectively in appropriate meetings with colleagues, parents and outside bodies.
14. To participate in performance management arrangements.
15. To participate in public and internal examination arrangements.
16. To comply with the Academy's Health and Safety policy and undertake risk assessment as appropriate.

Commitments

All staff must be fully committed to:

- a. the highest possible expectations of all students;
- b. equity, diversity, inclusion and social justice;
- c. safeguarding and promoting the welfare of children;
- d. their own professional and personal development.

This job description may be amended at any time following discussion with the Headteacher and will be reviewed annually.

PERSON SPECIFICATION

1. Educated to degree level
2. Has knowledge, skills and experience and the appropriate behaviour required in relation to relationships with students.
3. Qualified Teacher Status (QTS)
4. A thorough knowledge of present curriculum developments in the relevant subject(s)
5. Secure knowledge and understanding of the specialist subject including knowledge specified in the relevant National Curriculum
6. Has the knowledge, skill and experience and the appropriate behaviour required in relation to relationships with students
7. An understanding of the characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students in an inner city environment
8. High expectations of all students and a commitment to ensure all students' needs are met
9. A clear understanding of equal opportunities and its practice in a school
10. Ability and willingness to work as part of a team
11. The ability to communicate both orally and in writing as required under the Job Description.
12. A good record of attendance and punctuality.

OUR COMMITMENT TO SAFEGUARDING

The Excelsior Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. All shortlisted applicants will be subject to an online search as recommended by government guidelines.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

OUR COMMITMENT TO EQUALITY

The Excelsior Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and their contribution to the learning process will be valued.