



Job Description

Post Title: English Teacher
Hours of work: 0.8FTE
Salary: MPS
Contract: Permanent
To commence: September 2018

1. PURPOSE AND SCOPE

- 1.1 To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate;
- 1.2 To monitor and support the overall progress and development of students as a teacher and Form Tutor;
- 1.3 To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential;
- 1.4 To contribute to raising standards to student attainment;
- 1.5 To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth;

2. ORGANISATIONAL RELATIONSHIPS

Responsible to the Head of Department.

3. TEACHING

- 3.1 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the School's plans, curriculum and schemes of work in order to achieve target levels of student attainment, progress and outcomes;
- 3.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned students;
- 3.3 Set and mark work to be carried out by the student in school and elsewhere;
- 3.4 Participate in arrangements for preparing students for external examinations.

4. WHOLE SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT

- 4.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the School's values and vision;
- 4.2 Work with others on curriculum and/or student development to secure co-ordinated outcomes;
- 4.3 Supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

5. HEALTH, SAFETY AND DISCIPLINE

- 5.1 Promote the safety and well-being of students in accordance with the School's Child Protection and other relevant policies;
- 5.2 Maintain good order and discipline among students in accordance with the school behaviour policy.

6. MANAGEMENT OF STAFF AND RESOURCES





Stalham High School



- 6.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers;
- 6.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff;
- 6.3 Deploy resources delegated to you in accordance with School policies.

7. PROFESSIONAL DEVELOPMENT

- 7.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff;
- 7.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

8. COMMUNICATION

- 8.1 Communicate with students, parents and carers in accordance with the School ethos, policies and practice.

9. WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS

- 9.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- 9.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the School, which require the exercise of your professional skills and judgment.

10. FULFIL WIDER PROFESSIONAL RESPONSIBILITIES

- 10.1 Make a positive contribution to the wider life and ethos of the School;

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The above are a Main Pay Range Teachers Responsibilities (Teacher and Accomplished Teacher) as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2013, and as may be amended by subsequent Documents. Main Pay Range teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher: In addition to the duties and responsibilities of a Main Pay Range Teacher you are, as an Expert Teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the Accountabilities under paragraph 9 and, if you are paid at the maximum of the Expert Teacher Pay Range, Accountabilities under paragraph 10.

