

HEARTLANDS ACADEMY

Job Description

Job Title:	Teacher of English
Post- Holder Name:	
Pay Scale/Grade:	MPS

1. Applicable Contract Terms and Duties:

This job description is to be performed in accordance with the Academy Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. The post is otherwise subject to the Condition of Service for Academy Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the academy.

2. Relationships:

The postholder is responsible to the Principal in all matters, and to the Head of Department in respect of the Departmental timetable and the appropriate Assistant Vice Principal Pastoral matters.

The postholder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the academy curriculum with the aim of improving the quality of teaching and learning in the academy.

3. Particular Responsibilities:

A. As a member of staff

- Ø Under the guidance and direction of the Principal or Assistant Principal to:
Carry out the professional duties of a academy teacher ;
- Ø Carry out a share of supervisory duties in accordance with published rosters;
- Ø Participate in appropriate meetings with colleagues and parents relative to professional duties;
- Ø Implement whole academy and Authority policies;
- Ø Implement the academy's policy on equal opportunities;
- Ø Contribute to the development and implementation of the academy development plan;
- Ø Contribute to the creation of an attractive learning environment in the academy;
- Ø Cover for absent colleagues;
- Ø Participate in arrangements for her/his training and professional development;

B. As a member of a department

- Ø Under the guidance and direction of the Head of Department to:
- Ø Plan and prepare courses, lessons and teaching materials;
- Ø Teach the students assigned to her/him, including the setting, marking and assessing work to be carried out by students in academy and at home;
- Ø Communicate with parents about students' progress;
- Ø Maintain good order and discipline among students and safeguard their health and safety, both in academy and in authorised academy activities elsewhere
- Ø Participate in meetings relating to curriculum administration or organisation;
- Ø Participate in public and internal examinations arrangements;

- ∅ Register the attendance of students at each lesson and communicate absences to tutors;
- ∅ Be responsible for her/his teaching room with regard to health and safety, good order, appearance and display
- ∅ Keep abreast of developments within the teaching of the subjects through INSET and other means of professional development;
- ∅ Provide reports and profiles for parents and to assist with the preparation of Records of Achievements and information on the assessment and progress of individual students as requested;
- ∅ Help organise and run extra-curricular activities;

C. As a member of the Year Team

Under the guidance and direction of the Learning Manager and Assistant Principal

- ∅ Complete profiles of the tutor group;
- ∅ Monitor the academic progress of each member of the tutor group using the academy systems;
- ∅ Regularly oversee the completion of student diaries and target setting booklets;
- ∅ Teach the PSE programme in tutor periods
- ∅ Keep an accurate and up-to-date Tutor Group Register and follow up lateness and absence;
- ∅ Insist on high standards of work, behaviour, attendance and punctuality from members of the Tutor Group;
- ∅ Attend assemblies with the Tutor Group and supervise their behaviour;
- ∅ Participate in year team meetings and activities;
- ∅ Participate in Parents Evenings involving the Tutor Group, and foster good home-academy relationships

4. Line Management:

4.1. The Teacher of English is directly responsible to the Head of Department.

Post-holder Signature: _____

Principal's Signature: _____

Date of Signing: _____

Heartlands Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff (and volunteers) to share this commitment.

An enhanced DBS check is required for all successful applicants.