

# JOB DESCRIPTION



**Job title:** English Teacher

**Grade:** MPS

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

## **Main Job Purpose**

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

## **Relationships:**

The post holder:-

- is ultimately responsible to the Headteacher in all matters and through the appropriate Assistant Headteacher, Head of Department and Head of Year for academic and pastoral matters within a given tutor team;
- 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.

## **Key Tasks:**

- To teach English 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.
- 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.
- To carry out a share of supervisory duties in accordance with published rosters or as detailed by the Headteacher.
- To participate in appropriate meetings with colleagues and parents as required in respect of duties connected with the post.
- To keep abreast of trends and developments in education, relevant to the post.
- To undertake other tasks/responsibilities specific to the post holder's subject area or work.
- 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:-
  - the maintenance of discipline and acceptable standards of conduct and appearance of students;
  - the establishment of rapport with students to develop their social and academic potential and be a main source of reference for their problems;
  - 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;
  - 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;
  - the monitoring of homework, student planners and the academic progress of students;

- 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
- 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.

### **Other Duties**

- To have due regard for safeguarding and to follow child protection policies and procedures adopted by SAST.
- 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 continually to improve own and team performance.

The job description is **NOT** necessarily a comprehensive definition of the post. It will be reviewed as required and may be subject to modification or amendment after consultation with the post holder.

### **Safeguarding Responsibilities for this post**

Safeguarding responsibilities associated with this role will include engagement in regulatory activity, such as administering first aid or supporting an upset child. It will have some contact with young people on a day-to day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. The duties of this post could also vary from time to time as a result of new legislation, changes in technology or policy changes.



# TEACHER PERSON SPECIFICATION

## Inter-personal attributes

- Able to build relationships quickly, with humility and empathy, whilst showing respect to others - students, parents, and colleagues - to get the best out of them
- Positive, optimistic, caring, kind and approachable
- Willing to be immersed in the life of a busy and successful school

## Communication and Interaction

- Communicate clearly and accurately both orally and in writing
- Able to listen and respond appropriately
- Flexible to adapt your style in different situations
- Strong and confident ICT skills for teaching and management
- Contribute as a great team player

## Planning and Organising

- Manage daily responsibilities and priorities
- Work efficiently and effectively to meet deadlines and deliver successfully
- Design, produce and share high quality learning schemes and resources

## Knowledge

- Good honours degree and/or relevant high-level expertise
- A real interest in educational issues, approaches, and alternatives from around the world
- Strongly support the ethos and culture of the school

## Leadership Skills

- Proactive and confident, yet humble and considered
- You can inspire and motivate others
- Make informed decisions on a daily basis
- Ensure high professional standards including student progress of all groups of students

## Problem Solving

- Enjoy facing new challenges
- Find, propose, and lead solutions
- Use resources, intellect, creativity, and innovation to be successful

## Resilience

- Hungry for a challenge
- Have patience and endless energy to persevere through the challenging moments
- Tenacious and versatile
- Maintain a positive mind-set

## Self-evaluation

- You are aware of strengths and weaknesses
- Strong desire to learn from others so that you can be even better
- Able to share and support others

We are interested in all these attributes for colleagues joining the SAST family but appreciate that some will be areas that you have a desire to develop and grow with our support once you are here. A sense of realism and humour are really important.