



JOB DESCRIPTION

Job Details

Post Title	Teacher of English & Drama
Responsible To	Head of Department

Purpose of the Job

Objectives

Teachers will be responsible for the academic outcomes of the students they teach. High quality teaching and high expectations are at the heart of Brooke Weston and all teachers will be expected to develop exemplary practice which supports the ethos, values and vision and contributes to the overall life and work of the Academy. Teachers will also be expected to promote and develop social, moral and physical aptitudes in their students and to provide advice and guidance where necessary.

Teaching and Learning Role

- Plan and prepare schemes of work and develop supporting resources.
- Provide relevant and purposeful learning opportunities which are differentiated for students of all abilities.
- Ensure that lessons and resources are well planned and delivered in accordance with relevant Trust policies e.g. teaching and learning, curriculum and assessment.
- Arrange and promote relevant subject activities which will enhance the learning and motivation of students.

Assessment and Reporting

- Utilise a range of formative and summative assessment techniques to monitor student progress.
- Mark students work regularly providing clear targets for improvement.
- Participate in preparing students for public examinations including the accurate assessment of students and the recording and reporting of such assessments.
- Provide a termly report on the progress and attainment of students in your classes.

Monitoring and Review

- Contribute to the review and development of the curriculum including the development of programmes of study, teaching materials and the refinement of teaching methods.
- Participate in the annual Academy review.
- Participate in the review, development and management of activities relating to the curriculum, organisation and student care arrangements in the Academy.

Liaison Role

- Communicate and consult with parents of students in relation to their academic progress and any behavioural concerns.
- Attend parents' consultation meetings for the classes for which you have responsibility.
- Co-operate with other members of staff in the department and Academy.

Student Care Role

- Promote and develop positive relationships with students
- Undertake the role of tutor monitoring and supporting the development of the students in your tutor group.
- Take responsibility for the overall academic performance of students in the tutor group against Academy targets.
- Draft an annual tutor report.



Purpose of the job (continued)

Management and Administration

- Participate in administrative and organisational tasks as required by the role.
- Attendance at assemblies and tutor time.

Training and Development

Teachers will be supported in their individual professional development through the performance management process and by attendance at whole Academy training days

Other Duties

Undertake any other duties as deemed appropriate by the Principal.

Collegiate Responsibility

In addition to the specific responsibilities of this post, every member of staff at Brooke Weston will commit to:

- ✓ *providing a courteous and efficient service to students at all time*
- ✓ *using their influence with other staff and students to promote high standards of behaviour and order within the Academy*
- ✓ *working to maintain the Academy at the forefront of educational practice*
- ✓ *fostering and sustaining a culture of independence and creativity in all aspects of the Academy's operation*

Performance Management

All staff will participate in Brooke Weston's Performance Management Review scheme as outlined in the Trust's pay and CPD policies.

Role Review

This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Principal's approval.