

## JOB DESCRIPTION

<b>Job Title</b>	<b>Teacher of English (Maternity Cover)</b>
<b>Hours of Work</b>	<b>Part-time, 3 days a week</b>
<b>Department / Group</b>	<b>English</b>
<b>Line Management</b>	<b>Head of Department, Line Manager</b>

This job description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteacher and Trustees.

The post-holder will uphold the ethos, policies and practices of the school and maintain high standards in their own attendance, punctuality, personal and professional conduct.

Rooks Heath is part of Tithe Academy, a Multi Academy Trust and sponsors a local primary school and an Alternative Education provider. There may be occasions when you will be required to spend time at another school in the Trust.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

### PURPOSE OF THE POST

To work closely with the Student Support Manager and the Assistant Headteacher in charge of Student Support to plan and deliver interventions and mentoring programmes to support students in changing unhelpful behaviour patterns and choices. To be part of the Child Protection Team.

This post is subject to the contract of employment between the teacher and the Trustees of Tithe Academy and the provisions in the General Guidance on Job Description/Conditions of Service of Teachers as included in the document on Teachers' Pay and Conditions.

### Tasks, Duties and Responsibilities

#### Student Support Responsibilities and Accountabilities

1. To teach English throughout the school in KS3 and KS4.
2. To develop innovative, traditional and non-traditional approaches to the English curriculum in order to ensure appropriate access and achievement for all students.
3. To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the curriculum and the needs of the students.
4. To assist in the development and deployment of resources as appropriate.
5. To plan and prepare courses and lessons.
6. To assess, record and report on the attainment, attendance and progress of students keeping such records as required.
7. To monitor and record student progress according to the school's assessment policy.

8. To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work.
9. To set, mark and record homework according to the homework timetable.
10. To assess students' work in line with school's policies and procedures referring to student performance targets.
11. To provide pastoral support to students with special educational needs.
12. To run intervention or extra-curricular sessions if required.
13. To teach some lessons in our primary school within the MAT if required.

### **Tutor / Co-Tutor**

1. To act in accordance with the guidelines given by the Head of Year.
2. To liaise with the Head of Year in implementing the School's pastoral policies.
3. To organise the checks and controls that take place during tutor time.
4. To register students.
5. To monitor student Link Books to ensure that homework is being recorded as appropriate.
6. To communicate with parents/carers as appropriate.
7. To attend tutor meetings as arranged by the Head of Year.
8. To engage with students and help build relationships within the tutor group.

### **Contributing to the Wider Life of School**

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development and training as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. Make a positive contribution to the wider life through educational trips, visits and activities in outer hours and extra curricular activities.
9. Attend parents' events.
10. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.