

Grove Academy

JOB DESCRIPTION

POST TITLE: Drama & English Teacher	SALARY: MPS/UPS Depending on experience
CONTRACT TYPE: Full-time/permanent - (subject to satisfactory completion of probationary period)	RESPONSIBLE TO: Head of English

MAIN PURPOSE:

- To support the School's aim and objectives for raising standards of student achievement and ensuring high quality learning and teaching.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom.
- Teach a subject to pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- Teach all ages and levels of ability, the post holder will help to build upon the high standards of the school.
- To share resources and good practice, partake in lesson observation, collaborative teaching, mentoring and active participation in continuing professional development.
- To monitor and support the overall progress and development of pupils as a teacher/personal tutor.

DUTIES AND RESPONSIBILITIES

Teaching and learning

- To undertake a designated programme of teaching.
- Planning and preparation of courses and lesson for the classes assigned to her/him in accordance with the department's curriculum planning, including the implementation of the National Curriculum where relevant.
- To teach pupils according to their educational needs and to set and mark pupils' work.
- To ensure that the enterprise focus/project-based learning approach of the school is reflected in the teaching/learning experience of pupils.
- To ensure a quality learning experience for pupils that meets internal and external standards.
- To prepare and update subject materials as required.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs.
- To maintain discipline in accordance with the school's procedures, and to ensure good punctuality, behaviour, standards of class work and homework.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep accurate records as required.
- To provide, or contribute to, oral and written assessments, reports relating to individual pupils and groups of pupils within the schools agreed deadlines.
- To undertake assessment of pupils as requested by external examination bodies, department and school procedures. To keep accurate records safely.
- To regularly mark, record and give written/verbal and diagnostic feedback to pupils as required by Assessment for Learning.
- To maintain appropriate records and to provide relevant accurate and up-to date information for registers, PA, etc.
- To track pupil progress and use information to inform teaching and learning.
- To complete the relevant documentation required in the tracking of pupils.
- Being responsible for the room(s) in which he or she teaches with regard to appearance and display and for resources and equipment as appropriate.

DUTIES AND RESPONSIBILITIES

Professional development and teamwork

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

- Establish and maintain effective working relationships with professional colleagues and other leaders to develop cross curricular/phase links and creative approaches to learning.
- Participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.

DUTIES AND RESPONSIBILITIES

Curriculum

- To assist in the development of appropriate schemes of work, marking policies, teaching strategies and resources in the department.
- To contribute to the school improvement plan and its implementation.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Strategic Objectives.

DUTIES AND RESPONSIBILITIES

Evaluation

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review methods of teaching and programmes of work in line with requirements.
- To take part, as may be required, in the review, development, and management of activities relating to the curriculum, organisation, and pastoral functions of the school.

DUTIES AND RESPONSIBILITIES

Communication

- To communicate effectively with the parents of pupils as appropriate.
- To take part in liaison activities such as parents' evenings, review days and liaison events with other schools.
- Where appropriate, to communicate and co-operate with bodies outside the school.
- To follow agreed policies for communications in the school.
- To contribute to the development of effective subject links with external agencies.

DUTIES AND RESPONSIBILITIES

Management of resources

- To contribute to the process of the ordering and allocation of equipment and materials as relevant
- To assist the Senior Leadership Team to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with others to ensure equitable and effective use of resources to benefit the pupils, department and the school.

DUTIES AND RESPONSIBILITIES

Pastoral

- To promote well-being and progress of individual pupils, and of the tutor group as a whole.
- To ensure the implementation of the school's Pastoral System.
- To accurately register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of pupils and keep up-to-date records as required.
- To contribute to the preparation of pupil profiles, action plans and reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- To apply behaviour management systems so that effective learning can take place.
- Checking on students' school uniform and enforcing school rules regarding jewellery etc.

DUTIES AND RESPONSIBILITIES

Health and safety

- To comply with the school's Health and Safety policy and help to maintain a safe working environment.
- To undertake risk assessments as appropriate.
- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.

OTHER PROFESSIONAL REQUIREMENTS

- Play a full part in the life of the school community, to support its unique vision and ethos and to encourage staff and pupils to follow this example.
- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Present themselves in a smart and professional manner befitting of their profession.
- To undertake duties as specified by the Principal not mentioned in the above.
- Undertaking additional administrative duties as directed by their line manager.
- To comply with any reasonable request from the senior leadership team.