

## **JOB DESCRIPTION**

**Job Title:** English Teacher

**Grade:** MPS/UPS + 1 SEN Point

**Purpose of Job Role:**

- To monitor the delivery of English curriculum activity within a designated part of the school and to teach to the highest standards of classroom practice and organisation.
- To deliver personal development lessons to pupils

**Specific Duties and Responsibilities:**

**General Responsibilities:**

1. To teach designated pupils
2. Assessment, recording and reporting on the development and progress of designated pupils, in particular those with SEN
3. Communication and consultation with the parents/carers of pupils assigned for teaching
4. To offer guidance and support to pupils as appropriate
5. To participate in the preparation of pupils for public examinations and end of Key Stage assessment
6. To participate in any arrangements for Appraisal within the agreed framework
7. To ensure that you fulfil your professional safeguarding responsibilities as set out in the school safeguarding policy and relevant government guidance

**Specific Responsibilities:**

1. With the support of the CEO, Vice Principal, Assistant Principals, the Head of Centre and Curriculum Heads:
  - a. To participate in maintaining and developing the aims and objectives of the school
  - b. To implement a broad, balanced and relevant curriculum as entitlement
  - c. To participate in regular review and monitoring of curriculum delivery
  - d. To be a member of the relevant curriculum group
2. To participate in centre meetings and whole school activities
3. To maintain continued personal professional development in line with centre and whole school policies to operate appropriate systems of pupil management
4. Regular monitoring and reporting of individual progress; reviewing as appropriate
5. To participate in the development and maintenance of effective communication within the school; and with parents, schools and relevant agencies
6. To promote value systems, high morale, leadership and liaison within the community



**Other responsibilities:**

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all Trust policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the school.
9. To be able to teach Personal Development as required.
10. May be required to work at any other sites within James Brindley as the needs of the Trust dictate.
11. Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
12. To perform other such duties as the line manager, Assistant Principal, Vice Principal or CEO may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.  
New post holders are also consenting to annually renew their Update Service subscription.

**Team/s:** Centre Teams, Curriculum Team

**Responsible to:** Centre Leader, Vice Principal & CEO

**Responsible for:**

**Job description issued after consultation**

**Signature of the CEO..... Date .....**

**Copy received by**

**Signature of the Post holder..... Date .....**

