



# Holbrook Academy

## English Teacher Job Description

### **Core purpose:**

To be an effective professional who demonstrates thorough curriculum knowledge and is able to inspire students to learn and achieve. Provide an excellent role model for colleagues and young people.

### **Core Requirements of the Post:**

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Meet or exceed the national standards for qualified teachers
- Inspire trust and confidence in students and colleagues;
- Build team commitment with colleagues and when in the classroom engage and motivate students;
- Demonstrate analytical thinking to improve the quality of students' learning through using effective teaching techniques and the effective utilisation of resources.
- Contribute to the department and Academy improvement planning process and support and promote the educational priorities of the Academy.
- Contribute to the development and / or implementation of Academy policies;
- Use the performance management process to advance student learning and enhance professional practice in line with the Academy's aspirations and priorities;
- Develop learning plans which identify clear targets and success criteria for securing student outcomes;
- Provide accurate and detailed assessment of student progress and communicate this to the students, Academy assessments systems and parents.
- Promote the wider aspirations and values of the Academy.

### **Specific Responsibilities:**

#### **Planning, Teaching and Class Management**

Teach allocated students by planning their teaching to achieve progression of learning through:

- Understanding and applying effective classroom management.
- Understanding and applying a range of teaching strategies suited to the needs of the students.
- Accurately assessing and positively targeting and supporting individual learning needs.
- Maintaining high levels of engagement, behaviour and discipline within a safe and secure learning environment.
- Use the ClassCharts system to record attendance, behaviour and extra-curricular activities.
- Effectively use homework and other extra-curricular learning opportunities to support progress.

- Demonstrate consistent progress for all students with an awareness of individual learning needs and circumstances that compares favourably with students in similar settings
- Effectively manage other adults supporting the learning in your classroom.

### **Monitoring, Assessment, Recording, Reporting**

- Use performance data to evaluate students' progress and set appropriate individual targets for improvement.
- Use appropriate methods to obtain accurate assessment data and make this data available on the SIMS reporting system.
- Provide regular reports on the progress of your students to your Head of Department and SLT link.

### **Pastoral Duties**

- Be a form tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the tutor group as a whole.
- Liaise with the Pastoral Leaders to ensure the implementation of the Academy's pastoral system.
- Be on time to registration, maintain an accurate register of students, accompany them to assemblies, monitor their full attendance at all lessons and their participation in other aspects of academy life.
- Contribute to the preparation of student support plans and other reports; monitor students who are on target cards.
- Alert the appropriate staff to concerns you have or problems experienced by students and make recommendations as to how these may be resolved;
- Communicate, as appropriate, with parents of students and other professionals outside the Academy concerning the welfare of individual students, after consultation with appropriate staff and ensuring a full written record is made and copied to appropriate senior staff.
- Contribute to Life Skills, active citizenship, work related and enterprise learning activities as required and according to Academy policy.

### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities as set out in the staff handbook.
- Operate at all times within the stated policies and practices of the Academy.
- Maintain an up to date knowledge of good practice in teaching and pastoral care techniques and know subject(s) or specialism(s) examination requirements to enable effective teaching and secure best outcomes for students.
- Take account of wider curriculum developments and incorporate national strategies into lesson planning and teaching;
- Ensure that the needs of all learners are closely monitored and relevant guidance and legislation is implemented eg Keeping Children Safe in Education, Code of Practice for Special Educational Needs, Every Child Matters, Health & Safety, E-Safety.
- Take responsibility for professional learning and undertake professional development to enhance teaching and students' learning, and
  - apply outcomes and identify impact
  - share outcomes with colleagues
- Contribute positively when working with partnership schools.
- Support the implementation and development of whole Academy initiatives such as literacy.
- Maintain an up to date knowledge of health and safety requirements that exist for the safe day to day running of the Academy and have a detailed knowledge of the health and safety requirements for their specific subject area(s).



**School Ethos**

- To play a full part in the life of the school community, to support its ethos and values and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements.
- To comply with the Academy's policies, including the staff code of conduct.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.

**Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken by a teacher may not be identified.**

**Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.**

This post is subject to the conditions of employment for Class Teachers contained in the current School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A in the STPCD.

Teachers who are on the upper pay scale are also expected to meet the criteria set out in the required standards for the upper pay scale.

This job description may be amended at any time following discussion between the Headteacher and the member of staff. It is subject to annual review at the request of the Headteacher or post holder.

**Line Manager:**

*EAST is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. DBS checks required for all posts.*

