

## Teaching Staff Job Description

### 1 Personal Details

<b>JOB TITLE:</b>	Teacher Of English
<b>LINE MANAGED BY:</b>	Director of English
<b>PERFORMANCE MANAGEMENT REVIEWER:</b>	Director of English
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>DATE:</b>	March 2017

### 2 JOB PURPOSE: (The job's overall objectives)

- 2.1** To facilitate and encourage effective, innovative and engaging learning which enables students to make good progress and achieve high standards. To contribute to, share and support the Academy ethos and corporate responsibility for the well-being, education and discipline of all students.

### 3 PRINCIPLE ACCOUNTABILITIES (The end results you are expected to achieve)

#### 3.1 TEACHING AND ASSESSMENT

- Using the principles of the DCCA agreed lesson plan and observation document to plan and deliver effective, differentiated and engaging lessons and sequences of lessons to meet students' individual learning needs. Use a wide range of pedagogical methodologies and appropriate strategies for teaching and classroom management.
- Use information about prior attainment to set challenging but achievable expectations for students and to regularly and effectively monitor progress in order to give clear and constructive feedback to students about their learning in accordance with the Academy assessment policy.
- Set and mark homework for students in accordance with the Academy marking policy and guidelines.
- Liaise with and give regular formal and informal effective feedback on progress to parents, students and colleagues.
- Reward students' achievements, effort and progress in line with the Academy policy

#### 3.2 STUDENT PROGRESS

Track student progress routinely, frequently and rigorously in line with the Academy assessment policy and use this information to inform your planning and delivery of effective

lessons.

Demonstrate that, as a result of your teaching, your students achieve well relative to their prior attainment making as good or better progress than similar students nationally. This should be shown in any relevant national tests or examinations” or current assessment data where there are no relevant national tests or examinations.

### 3.3 GENERAL DUTIES

Establish a clear, shared understanding of the importance of the overall development of each individual student including: being healthy; staying safe; enjoying and achieving; making a positive contribution and economic well-being, in preparing students for the opportunities, responsibilities and experiences of adult life.

Be a form tutor/mentor of an assigned tutor group and to carry out those duties in accordance with the Academy job description of a form tutor.

### 3.4 WIDER PROFESSIONAL EFFECTIVENESS

Classroom teachers should demonstrate knowledge and understanding of principles and practice of effective teaching and learning and preparation of schemes of work and lessons.

Maintain a thorough and up-to-date knowledge of your subject(s) and take account of wider curriculum developments to develop and enhance the quality of student learning and your teaching.

Take responsibility for your own professional development and show how you use the outcomes to improve your students’ learning and your teaching.

Make an active contribution to the policies and aspirations of the Academy in order to enhance its effectiveness in securing high quality education for all students.

## 4 COMPETENCIES (Professional Characteristics that contribute to success at this level)

- 4.1 To comply with all professional standards commensurate with your teaching status (e.g. NQT, QTS,C,P and E) as defined by the TDA framework for Professional Standards for Teachers.

## 5 PERFORMANCE MEASURES

- 5.1 There will be an annual review of performance which will include an assessment of progress towards achievement of objectives and an overall assessment of performance. The review will be in the context of the teacher’s position in the profession (e.g. UQT/Main Scale/UPS/AST/ETS/Leadership) and based on evidence collected by the teacher and reviewer throughout the year including teaching observations and assessments of student progress.

## 6 POLICIES & PROCEDURES

- 6.1 Classroom teachers should demonstrate knowledge and understanding of the schools policies/procedures, eg taking delegated responsibility for the implementation of the Health and Safety Act in the area where you work.

## 7 SIGNATURES

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements that are commensurate with the job title and grade.

Signed: \_\_\_\_\_ Date:  
Teacher of English

Signed: \_\_\_\_\_ Date:  
Principal