

# St Augustine Academy

## Job Description



<b>Job Title:</b>	Teacher of English	<b>Reporting to</b>	Head of English
		<b>Grade and Range:</b>	MPS/UPS

<b>Purpose and Context:</b>	<p>To teach pupils from KS3 to GCSE.</p> <p>To be accountable for the highest standards of pupil attainment within the department, monitoring and evaluating achievement.</p>
<b>Duties and Responsibilities</b>	<p>To be responsible for providing stimulating, engaging and purposeful learning experiences for students in accordance with agreed schemes of work and relevant statutory requirements.</p> <p>To teach classes as timetabled by preparing lessons thoroughly, recording work to be undertaken and identifying extended learning opportunities.</p> <p>To be a pro-active member of the department and participate in departmental planning and development, including agreeing aims and policies, schemes of work, and review and development of the department handbook.</p> <p>To provide performance and target setting data as required regarding student progress</p> <p>To be accountable for student performance and standards achieved in groups taught.</p> <p>To ensure all lessons are appropriately planned allowing for lesson objectives to be clearly communicated to students.</p> <p>To ensure work is appropriate to the needs of each group, and that learning activities are motivating and challenging</p> <p>To motivate and stimulate student interest in the subject through maintaining high quality displays in the classroom and immediate vicinity.</p> <p>To create and maintain a welcoming, well-ordered teaching base, which is inviting and where there is a sense of purpose</p> <p>Liaise with curriculum team leader and/or Director of Learning (as per referral procedures) regarding any concerns.</p> <p>To liaise with teaching assistants, as allocated, regarding how their presence can be most effectively used.</p>

	<p>To manage the arrival and departure of students to and from lessons in accordance with Academy procedures</p> <p>To uphold Academy expectations regarding student conduct, and deal with any unacceptable behavioural incidents as per Academy procedures</p> <p>Be vigilant within the classroom and its immediate environment, challenging and dealing with unacceptable conduct</p> <p>To complete such reports so may be required regarding student progress</p> <p>To attend consultation evenings with parents as agreed in the annual calendar</p> <p>To keep abreast of developments, local and national, within the subject area</p> <p>To contribute to departmental and other meetings as per agreed schedule</p> <p>To mark students' work in line with the academy policy regularly, keeping accurate records of assessments made, setting specific targets for improvement and future progress</p> <p>To write annual progress reports for all students taught in accordance with the agreed reporting schedule and within agreed timeframes</p> <p>To undertake the responsibility and duties of form tutor as required in accordance with the Academy's guidelines and procedures, promoting positive values in the relationships formed with the tutor group</p> <p>To meet with parents to further students' as may reasonably be required</p> <p>To promote the use of the Academy and departmental rewards system</p> <p>To participate in the annual performance management process.</p>
<b>Culture and Ethos</b>	<p>To promote the Woodard Christian Ethos that embraces all faiths and none</p> <p>To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.</p>
<b>General</b>	<p>To carry out any other duties as may reasonably be required by the Principal.</p>

All staff are expected to

- promote the Woodard Christian ethos that embraces all faiths and none
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- follow Trust policy and procedures
- observe health and safety requirements and play their part in ensuring a safe working environment

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

**All staff have an entitlement** to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

**Safeguarding Statement**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

**Equal Opportunities**

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: ..... Date: .....

Signed: ..... (Principal)

## Person Specification

Teacher of English

E = Essential criteria, D = Desirable criteria

### Qualifications

- E Qualified teaching status
- E Relevant honours degree
- D Professional development linked to teaching and learning

### Experience and Knowledge

- E Expert teacher
- E Knowledge of effective teaching and learning
- E Experience of leading improvements in pupil performance
- E Knowledge of recent Ofsted and DfE guidance
- E Knowledge of the teacher standards and professional expectations
- E An understanding of the principles of Keeping Children Safe in Education 2022 and a commitment to ensuring the health, safety and wellbeing of all children.

### Skills and Abilities

- E Good classroom practitioner
- E Effective use of technology to enhance productivity and pupil outcomes.
- E Ability to work on own initiative and organise work with minimal supervision and meet deadlines
- E Ability to communicate at an appropriate level both written and orally

### Motivation

- E Appropriately motivated to work with children & young people.
- E Ability to form & monitor appropriate relationship & personal boundaries with children & young people.
- E Motivated to perform the job well and to continuously develop
- E Commitment to trust / academy ethos and values

### Personal Qualities

- E Integrity and drive
- E Emotional resilience and self-belief
- E Child centred humane attitude to use of authority & maintaining discipline.
- E - Ability to establish good working relationships with all relevant stakeholders
- E – Strong team ethic and supportive of others
- E - An understanding of child protection and safeguarding in educational establishments

### Special Conditions

- E - May be required to work outside of normal school hours on occasion, with due notice.
- E - All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.