

TEACHER OF ENGLISH

POST	Teacher of English
SCALE	MPS/UPS

Line Management

Responsibility is to the Head of Department for English.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions document.

You are required to carry out the duties of a classroom teacher as detailed below:

- To contribute to the development of curriculum courses and the delivery of the National Curriculum.
- To plan schemes of work within the area, prepare lessons and maintain a record of work for each teaching group.
- To teach according to the educational needs of the groups allocated and mark all work carried out by those students.
- To set homework of a meaningful and appropriate nature, having regard to students' abilities.
- In cases of foreseen absence, to set meaningful and appropriate work for all classes.
- To assess and monitor students' progress, maintain records and report on the development, progress and attainment of students in accordance with school and curriculum area policy.
- To review from time to time methods of teaching and programmes of work.
- To participate, as appropriate, in arrangements for further training and professional development as a teacher.
- To take all reasonable steps to maintain good order and discipline among students, monitor their attendance and safeguard their health and safety, both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
- To prepare students for external examinations and participate in internal moderation.
- To participate, as appropriate, in meetings at the school which relate to the curriculum, and administration or organisation of the school.
- To participate in the school pastoral system, providing guidance and advice to students and to attend parent/teacher consultation evenings.
- To carry out such duties as may be requested by the head teacher in accordance with school policy.
- To be committed to the safeguarding and promotion of the welfare of students; following all policies and procedures in place regarding safeguarding and child protection.

King Edward VI Academy Trust in Birmingham is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

- **To support the school in meeting its safeguarding responsibilities**
- **To support the overall welfare and good discipline of students**
- **To lead by example and embody the school's values for students, staff, governors and parents**
- **To act at all times as an ambassador for the school in a manner which upholds its values and ethos**
- **To participate in the school's arrangements for performance management and CPD**
- **To carry out other duties as may be commensurate with the grade and nature of the post.**

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

Notes

1. **Special Conditions**

A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers' Pay and Conditions Document.

The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

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