

## **Job Description**

### **Teacher of English**

**Responsible to:** Head of Department  
**Salary Grade:** Teachers Main Pay Scale  
**Full time/Part time:** Full time

### **Job Purpose**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate

### **Key Responsibilities**

- Monitor and support the overall progress and development of students as a teacher and form tutor
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of achievement and maximising student attainment
- Share and support the school's responsibility to provide and monitor opportunities for person and academic growth.
- Be committed to the safeguarding of children.
- Plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students.
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department
- Contribute to the Department's improvement plan and its implementation
- To contribute to the whole school's planning activities
- Contribute to the Department process of self-review, evaluation and improvement planning activities.
- Assist the Head of Department in order to ensure that the curriculum area provides a range of teaching and learning which complements the school's strategic objectives.
- Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of the students, examining and awarding bodies and the school's strategic commitment, purpose and intent.
- Continue personal development in the relevant areas including subject knowledge and teaching methods
- Engage actively in the appraisal review process
- Ensure the effective/efficient deployment of classroom support
- Work as a member of a designated team and to contribute positively to effective working relations within the school.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Area Manager to carry out appropriate duties within the context of the job, skills and grade. The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay and conditions document and describe the duties required of all teachers.

#### **General**

- **Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager**
- **Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace**
- **Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy**

**The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

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

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**

#### **Safeguarding Responsibilities**

- **Demonstrate a commitment to keeping children and young people safe**
- **Report any disclosure made to you to the appropriate person**
- **Report any safeguarding concerns in the workplace to the appropriate person**
- **Maintain an awareness of the Trust policies in relation to safeguarding**

**The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.**