

HEXHAM MIDDLE SCHOOL JOB DESCRIPTION

Post Title: English Teacher

Pay Scale: Main/ Upper Pay Range £25,714 - £41,604

Responsible to: Subject Leader of English

Responsible for: Not applicable

Responsibilities

To be accountable for the educational progress of learners in designated class groups by effective teaching and learning. Support the work of the school/department/subject as follows:

1. Teaching

To:

- plan and teach lessons to the classes you are assigned to teach within the context of the departmental plans, curriculum and schemes of learning (teaching English in both Key Stage 2 and 3, as directed).
- participate in arrangements for preparing pupils for internal and external assessments.
- direct and supervise support staff assigned to you or the pupils in your classes (e.g. learning support assistants).

2. Impact on educational progress of pupils

To:

- work with the Subject Leader(s) to identify targets for achievement for all pupils taught.
- monitor pupil progress against targets and based on ongoing assessment.
- report appropriately to parents/carers on pupil progress.
- monitor standards of behaviour and application in line with whole school and department policies.
- help plan and implement strategies for improvement.
- provide feedback to pupils on a regular basis and in line with the whole school approach.

3. Whole School

To:

- participate in professional development activities, maintain and develop expertise in current practice, and share this with others.
- contribute to the development, implementation and evaluation of the school's policies, practices, and procedures in such a way as to support the school's values and vision.
- work with others on curriculum development to secure co-ordinated outcomes.
- subject to paragraph 53.7 in the School Teachers' Pay and Conditions document 2014, supervise and, so far as practicable, teach any pupils where the person timetabled to take the class is not available to do so.
- deploy any resources delegated to you.
- participate in arrangements for your own appraisal (or ECT Induction for early careers teachers).
- communicate appropriately with pupils, parents and carers, and other colleagues in school.

4. Health and Safety and Safeguarding

To:

- promote the safety and wellbeing of pupils at all times (in line with school safeguarding policies and training).
- ensure that all health and safety procedures and guidance applicable to your subject and/or classes are followed.

5. Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission, ethos, and policies and to encourage and ensure staff and students to follow this example.
- To continue personal professional development as agreed.
- To engage actively in the Appraisal process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken 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.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

The school 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 generic job description should be read (and followed) in conjunction with the current and appropriate section of the School Teachers' Pay and Conditions document, (available from the DfE).

You may also be assigned other tasks, deemed appropriate by your Curriculum Leader(s), Head of Key Stage, Head of School or other members of the Senior Leadership Team.