



WELLACRE ACADEMY

Post Title:	TEACHER OF ENGLISH
Purpose:	• To deliver high standards of teaching and professional practice in English. • To be accountable for high standards of learning, student progress, improved attainment and support and challenge for students. • To deliver high quality practical lessons and extra-curricular provision • To promote your passion for English • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students • To monitor and support the overall progress and development of students as a teacher/ Achievement Tutor • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment and progress. • To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting to:	Leader of Faculty
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Senior Leadership team, teaching/support staff, external agencies and parents.
Working Time:	190 days per year with a 4pm finish every Wednesday
Salary/Grade:	Main Scale/UPS
Disclosure level	Enhanced
MAIN (CORE) DUTIES	

Operational/ Strategic Planning	● To assist in the development of appropriate syllabuses, resources, schemes of work, marking and feedback policies and teaching strategies in the Curriculum Area and Department. ● To contribute to the Curriculum Area and faculty's development plan and its implementation. ● To plan and prepare courses and lessons. ● To contribute to the whole school's planning activities. ● To be aware of and implement all aspects of the Health and Safety Policy
Curriculum Provision:	To assist the Leader of Faculty and the Senior Leadership team, to ensure that the curriculum area provides a range of teaching which complements the Academy's strategic objectives.
Curriculum Development:	To assist in the process of curriculum development and change, to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's Mission and Strategic Objectives.
<u>Staffing</u>	
Staff Development:	● To take part in the school's staff development programme by participating in arrangements for further training and professional development.
Recruitment/ Deployment of Staff	● To continue personal development in the relevant areas including subject knowledge and teaching methods. ● To engage actively in the Appraisal process. ● To ensure the effective/efficient deployment of classroom support ● To work as a member of a designated team and to contribute positively to effective working relations within the school.
Quality Assurance:	● To help to implement the school's quality assurance procedures and to adhere to those. ● To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. ● To review from time to time methods of teaching and programmes of work. ● To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management Information:	● To maintain appropriate records and to provide relevant accurate and up-to-date information ● To complete the relevant documentation to assist in the tracking of students. ● To track student progress and use information to inform teaching and learning.
Communications:	● To communicate effectively with the parents of students as appropriate. ● Where appropriate, to communicate and cooperate with persons or bodies outside the Academy. ● To follow agreed policies for communication.
Marketing and Liaison:	● To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools. ● To contribute to the development of effective subject links with external agencies. ● To take a full and active part in the extra-curricular activities

Management of Resources:	● To contribute to the process of the ordering and allocation of equipment and materials. ● To assist the Leader of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources. ● To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
Student Support System:	● To be an Achievement Tutor to an assigned group of students. ● To promote the general progress and well-being of individual students and of the Tutor Group as a whole. ● To liaise with a Head of House to ensure the implementation of the Academy's Pastoral System. ● To register students, accompany them to assemblies, encourage their full attendance and punctuality at all lessons and their participation in other aspects of school life. ● To evaluate and monitor the progress of students and keep up-to-date student records as may be required. ● To contribute to the preparation of Action Plans and progress files and other reports. ● To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. ● To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. ● To contribute to RESPECT according to school policy ● To apply the Behaviour management systems so that effective learning can take place. ● Encourage and ensure all students in their Tutor Group to meet appropriate standards of dress at all times. ● To undertake weekly checks of homework diaries and equipment. ● To communicate information to the tutor group via the weekly pupil bulletin and staff briefings. ● To encourage the active participation of the tutor group in extra-curricular activities. ● To take appropriate action regarding pupils involved in misbehaviour in conjunction with the appropriate line manager. ● To ensure that tutor time is used purposefully and profitably in line with expectations issued. ● In accordance with the calendar of meetings, Tutors are expected to attend pastoral meetings

Teaching:	● To teach students according to their educational needs, including the setting and marking of appropriate work that supports their progress. ● To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required. ● To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. ● To ensure that Literacy and Numeracy are reflected in the experiences of students ● To undertake a designated programme of teaching. ● To ensure a high quality learning experience for students which meets internal and external quality standards. ● To prepare and update subject materials. ● To use a variety of delivery methods which will stimulate learning appropriate to students' needs and the demands of the syllabus. ● To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. ● To undertake assessment of students as requested by external examination bodies, departmental and school procedures. ● To give feedback to students in line with policy
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Other Specific Duties:
● To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. ● To support the school in meeting its legal requirements for worship. ● To continue personal development as agreed. ● To comply with the Health and safety policy and undertake risk assessments as appropriate. ● To undertake any other duty as specified by STPCB 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 be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. 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.
Progress on all aspects of the job will be reviewed on a regular basis with targets identified and agreed within the performance management process. The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time. Suitable training will be provided to develop specific qualities which will emerge as the post holder starts the job.

DATE: September 2023