

# Job Description



Alderbrook School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

**POST:****SALARY:****ACCOUNTABILITY:****TEACHER OF ENGLISH**

Mainscale

All staff work under the reasonable direction of the Headteacher or Deputy Headteacher with delegated responsibility.

Accountable to: Head of Department

You are required to carry out the duties of a School teacher as set out in the Educational (School Teachers' Pay and Conditions of Employment) Order 2015 and as subsequently modified.

[www.gov.uk/government/publications/teachers-standards](http://www.gov.uk/government/publications/teachers-standards)

**Within the School:**

- i) to commit to the safeguarding of all students.
- ii) be an efficient and effective Form Tutor (if required) under the guidance and direction of the appropriate DOC and to teach aspects of the personal, social and health education programme.
- iii) to be a member of a duty team, when assigned, and carry out such duties punctually and efficiently.
- iv) to uphold school discipline and regulations as appropriate and to foster and promote equal opportunities in practice.
- v) to attend staff/parents' meetings as the Headteacher may reasonably require within the total directed time limit of 1265 hours per annum.
- vi) to participate in the appraisal process as laid down in the guidelines issued by the school, and to carry out those duties in a discreet and confidential manner and to commit continuing your own continuing professional development.
- vii) to support school policies and priorities as led by SLT.

**Within the Curriculum Area:**

- i) to teach high quality lessons across the age and ability range under the direction and guidance of the Head of Dept and to teach classes as designed within an agreed framework of syllabus and procedure including:
  - preparing lessons thoroughly and keeping accurate and current records of work set.
  - marking students' work promptly, thoroughly, carefully and in line with school policy.
  - keeping adequate records of students' progress and completing reports to parents/carers within agreed time scales and according to departmental/school policy.
- ii) to keep facilities, resources and equipment in good order promoting an atmosphere conducive to learning
- iii) to undertake some reasonable and specific responsibilities within the organisation/administration of the department. These to be dependent on interest/experience and to be agreed with the Head of Dept.
- iv) to give other such assistance as the Head of Dept / Headteacher might reasonably require from time to time and to foster close, collaborative and cooperative contacts with colleagues within the department and with colleagues engaged in cross curricular activities.

**General:**

- i) to perform any other related duty, the Headteacher may allocate within a reasonable work schedule.
- ii) to adhere to school policies & procedures

*All jobs are subject to change and this job description may be reviewed annually or at any other mutually convenient time*

Signed: \_\_\_\_\_ Teacher of English

Signed: \_\_\_\_\_ Tom Beveridge (Headteacher) Date: \_\_\_\_\_