



# PROSPER Learning Trust

## Job Description

### Post Title

English Teacher

### Salary Grade

MPS/UPS

### Teaching Commitment:

0.8 (four days a week)

### Main Responsibilities:

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

### General

To carry out the professional duties of an English Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum

### Generic Responsibilities

- 1 Establish a purposeful and safe learning environment and manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline and a supportive culture in line with the school behaviour policy.
- 2 Contribute to the monitoring and development of the required subject/s area to ensure suitable opportunities are provided for learner aspirations to be met.
- 3 Plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the differentiated needs of learners are met. Plan and prepare homework and other out of class work.
- 4 Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved. Deliver lessons to groups of learners or classes. Demonstrate the positive values, attitudes and behaviour

expected from learners.

- 5 Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements. Provide timely, accurate and constructive feedback on learners' attainment, progress and areas of development.
- 6 Demonstrate ongoing development and application of teaching practice, expertise and subject specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
- 7 Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
- 8 Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims.
- 9 Promote the safeguarding and welfare of children and young persons the post holder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of well being of children and young people. Take appropriate action where required.
- 10 To work effectively with / be aware of and assist integrated processes, such as Common Assessment Framework and local opportunities which support ECM and NCYPP aims for children, young people and their families
- 11 Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

### **Specific Responsibilities**

- 12 To plan on a daily basis for all pupils in the required subjects.
- 13 To monitor the delivery of set/planned objectives to pupils within the required subject area/s.

### **In addition, Upper Pay Spine teachers are expected to:**

- 14 Make significant contributions to implementing workplace policies and practice and to promote their implementation.
- 15 Give advice on the development and well being of children and young people, if required,

- 16 Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

### **Other Specific Duties**

- To play a full part in the life of the school community and support the aims and ethos of the school by adhering to the school vision
- Set a good example in terms of dress, punctuality and attendance
- Uphold the schools' behaviour policy and code of dress for pupils
- To take responsibility for own professional development
- To engage actively in the performance review process
- Undertake any other duty as specified by STPCD not mentioned above
- Whilst every effort has been made to explain the main duties for this post work each individual task may not have been identified
- Comply with any reasonable request from a manager to undertake work of a similar level not specified in this job description
- Be courteous to colleagues and provide a welcoming environment to visitors

### **General**

The post-holder will be expected to undertake any appropriate training provided by PROSPER to assist them in carrying out any of the above duties.

The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to

The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you may be changed by the Headteacher to reflect or anticipate changes in school priorities or the job commensurate with the job grade and title.

June 2022