



## IAN RAMSEY CE ACADEMY JOB DESCRIPTION



<b><u>POST TITLE:</u></b>	<b>Subject Teacher of ENGLISH (MPS/UPS)</b>
<b><u>GRADE:</u></b>	This post is paid on Main Professional Scale in accordance with the current National Teachers Pay and Conditions
<b><u>STANDARDS:</u></b>	The post holder is expected to have met and to maintain the National Teacher Standards.
<b><u>LINE MANAGER:</u></b>	<b>Curriculum Leader</b>
<b><u>WORKING TIME:</u></b>	195 day per year. Full Time.
<b><u>JOB PURPOSE:</u></b>	<ol style="list-style-type: none"><li>1. To act as Form Tutor and teacher to maximise the learning of all pupils.</li><li>2. To safeguard and promote the welfare of children for whom you have responsibility or meet and to including adhering to all specified procedures.</li><li>3. To work with colleagues contributing to academy improvement and building effective teams.</li><li>4. Contribute to the overall ethos, work, and aims of the Academy.</li></ol>

### KEY AREAS OF RESPONSIBILITY

#### Form Tutor

1. To set high expectations for individual pupils in terms of dress, attendance, and punctuality.
2. To treat pupils with respect and adhere closely to all academy policies in relation to the safety and welfare of every child.
3. Contribute to the production of resources for acts of worship according to the worship and lead worship with tutees.
4. To liaise with parents and pastoral staff to ensure that where these expectations are not being met, action is taken to address this.
5. To encourage pupils to develop self-confidence and high self-esteem through praise, reflection upon progress both inside and outside and encourage participation in academy activities and taking on responsibilities within the academy community.
6. To monitor pupils general social and personal development, including concerns regarding behaviour, homework, personal and emotional well-being.
7. Where concerns arise, identify actions which may be taken to address these including discussions with parents and pastoral staff.
8. Where these may relate to Child Protection or Safeguarding issues ensure that the DSL is made aware of these immediately. More information on Child Protection issues is contained in the staff handbook.
9. To use Attitude to Learning data from reports on a termly basis to evaluate current progress and to help pupils review their progress through setting action points for further improvement.

#### Teaching and Learning

1. To plan and deliver sequences of learning which enable pupils to move from their current level of attainment to their target grade or above.

2. To plan activities which challenge and engage pupils in lessons and homework tasks which extend learning.
3. To regularly assess progress in lessons in line with whole academy policies through effective marking of pupil's work and standardised tests.
4. To identify appropriate intervention where individual pupils or classes are failing to achieve their targets. This to include setting additional work, adjusting lesson plans, additional help in lessons and the use of catch-up sessions after the academy day.
5. To ensure every pupil completes work to a high standard both in terms of content and presentation in class.
6. To ensure every pupil meets deadlines and completes homework and coursework in line with expectations set by targets.
7. To follow up where work either in class or homework falls below expectations, aligned to the academy's behaviour policy.
8. To ensure parents are made aware of persistent underperformance.
9. To share with Curriculum Leaders progress data on a termly/half termly basis and identify barriers to progress and actions to be taken to address these, initially by the teacher with support from Curriculum Leaders and others across the academy.
10. To meet with Curriculum Leaders on a regular basis to review progress of individuals and classes, this is to include participation in appraisal and planning personal professional development.
11. To personalise learning so that all pupils including those with SEND or who are more able and talented make good progress.
12. To manage the work of support staff in your lessons so that they make an effective contribution to learning.
13. To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to matters of health and safety to protect both yourself and others, including ensuring suitable risk assessments have been carried out.

THIS POST IS SUBJECT TO ENHANCED DISCLOSURE. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE.

**Ian Ramsey CE Academy, part of the Day Spring Multi-Academy Trust, is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**