JOB DESCRIPTION

1.0 JOB TITLE: English and General Subjects Teacher
   SALARY SCALE: MPS/UPS + SEN

2.0 JOB PURPOSE

To promote the general progress and well-being of individual students and of any class or group of students assigned to you, principally but not exclusively, by teaching subjects as directed.

3.0 DUTIES AND RESPONSIBILITIES

General
- Ensuring that the register is marked punctually and kept up to date as required by law.
- Planning and preparing work for students assigned to you.
- Teaching the students assigned to you, according to their educational needs, including the setting and marking of work.
- Assessing, recording and reporting on the development, progress and attainment achieved by those students assigned to you.
- Communicating and consulting with parents of the students you are assigned to teach or are in your tutor group.
- Participating in any arrangements within the agreed MAT Performance Management framework for the appraisal of your performance.
- Participating in arrangements for your further training and professional development as a teacher as appropriate.
- Continually reviewing your methods of teaching and programme of work based on training.
- Taking all reasonable steps to maintain good order and discipline among students and safeguarding their health and safety both when they are authorised to be on the MAT premises and when they are engaged in authorised school activities elsewhere.
- Participating, as appropriate, in meetings within the MAT which relate to the curriculum administration or organisation of the MAT.
- Participating in arrangements, as appropriate, for preparing students for public examination and assessment approved by the Secretary of State, recording and reporting such assessments.
- Teaching collaboratively with staff when and where appropriate.
- Liaising with medical, paramedical and support services as appropriate.

Specific
- To support the development of English and post 16 vocational subjects, which helps pupils to develop a range of skills and related knowledge and understanding and is commensurate with appropriate attainment targets which will prepare them for external examinations and life beyond school.
- To support the development and reviewing of assessment systems.
- To promote Healthy Eating both within lessons and within the wider MAT community.
- To participate in Curriculum Meetings as required by the MAT’s schedule of meetings.
- To contribute to the provision of information in response to requests from senior leaders.
- To contribute to the annual curriculum budget planning and requisitioning process.
- To attend relevant in-service training and subject meetings and to support links with mainstream and other special schools.
- Liaison with outside agencies in order to extend and enrich the range of experiences which are available to students.
• To work in partnership with the Director of English and Communication and Head of 6th Form to develop and establish outstanding and innovative MAT-wide approaches to English and Post 16 provision.
• Any other agreed responsibilities.

4.0 LINE MANAGEMENT – RESPONSIBILITY TO AND FOR
• Responsible to the appropriate Department Head.
• Responsible for the supervision of persons providing support in the classroom.
• Responsible for the supervision and management of teaching assistants.

5.0 CONDITIONS OF EMPLOYMENT
• The above responsibilities are in accordance with the requirements of the Teachers’ Pay and Conditions Act 1987 and subsequent Orders in terms of duties and working time, also any local agreements, LA circulars and guidelines giving interpretations of teachers’ conditions of service.

6.0 REVIEW AND AMENDMENT
• This job description is normally subject to annual review. It may be amended at the request of the Executive Head or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

7.0 COMPLAINTS
• If following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.