

## **Pakefield High School**

### **JOB DESCRIPTION**

**Post: Teacher (English)**

**Responsible To: Director of Learning - English)**

#### **Purpose of Job:**

Under the guidance of the Director of Learning, deliver English activities and initiatives across the curriculum including extra-curricular provision.

#### **Introduction:**

The Director of Learning -English has whole school responsibility for all English activities. The Teacher of English will be guided by the Director of Learning in discharging their accountabilities with respect to the school's English provision. The postholder will be expected to work closely with the Director of Learning to ensure provision is effective in supporting and ensuring good outcomes for students in all areas within the Learning Team.

#### **Key Responsibilities**

##### **1. Core Purpose and Accountability**

- 1.2. Under the direction of the Director of Learning, provide excellent teaching of English and literacy-related activity throughout the school.
- 1.3. Under the direction of Director of Learning, to be continually improving the experience and opportunities of students of English and the outcomes they achieve.
- 1.4 To innovatively provide creative ways of support for student's requiring additional support and provision.
- 1.5 To keep abreast of new initiatives that could be adopted or adapted by Pakefield and to communicate these to direct reports and the wider staff as appropriate.
- 1.6 To work with the Director of Learning to ensure high standards of student behaviour in the Learning Team

##### **2. Generic/Teachers**

- 2.1. To carry out the duties of a school teacher as set out in the current Pay and Conditions Document and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the DOL, SLT and/ or the Headteacher and the accountabilities expected of teachers at Pakefield High School.
- 2.2. To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all students.

- 2.3. All staff are involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.
- 2.4. All staff are expected to take an active role in the School Self Evaluation process.
- 2.5. All staff are expected to actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, self-evaluation and peer review.
- 2.6 To comply with and adhere to deadlines set by internal and external bodies as relevant to the post.
- 2.7 To be fully aware of all, and adhere to, safeguarding procedures within the School.

### **3. Key Areas**

#### **4.1. Impact on educational progress. Strategic direction/Shaping the future**

Under the direction of the Director of Learning - English:

- a Participate in the implementation of the vision for the Subject Team by demonstrating the vision and values of the school in everyday work and practice; working with others to create a shared culture and positive climate.
- b. Contribute to the development and implementation of policies and practices relating to the Subject Team as required, which reflect the School's commitment to high achievement and are consistent with national and local strategies and policies
- c. Promote high expectations for attainment by ensuring all your activities are fit for purpose and provide a platform for all students to progress both academically and socially whilst also developing a culture of aspiration amongst all students.
- d. Contribute to the establishment of short, medium and long term plans for the development and resourcing for the specific areas of responsibility

#### **4.3. Securing Accountability**

Under the direction of the Director of Learning -English:

- a. Provide relevant data to ensure the school's accountability to a wide range of groups, particularly parents, carers and the DOL.
- b. Develop community relationships to provide greater opportunities for students.
- c. Develop and present a coherent, understandable and accurate account of performance in relation to agreed priorities.
- d. Reflect on personal contribution to school achievements and take account of feedback from others

#### **4.5. Developing Self and Working with Others**

Work with, and under the guidance of, the Director of Learning - English to:

- a. build a professional learning community which enables others to achieve
- b. support all staff in achieving high standards through effective continuing professional development
- c. be committed to your own professional development
- d. implement successful performance management processes within your area of responsibility
- e. treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- f. acknowledge the responsibilities and celebrate the achievements of individuals and teams
- g. develop and maintain a culture of high expectations for self and others in your area of responsibility.

h. regularly review own practice, set personal targets and take responsibility for own professional development

#### **4.6. Strengthening Community**

Work under the guidance of the Director of Learning - English:

- a. To engage with the internal and external school community to secure equity and entitlement
- b. To collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools
- c. To work collaboratively at operational levels with parents and carers and across multiple agencies for the well-being of all students
- d. to contribute to the provision of a wide range of extra-curricular activities

#### **5. Specific Duties for the Teacher of English**

5.1 To support the Director of Learning - English on an operational and strategic basis, providing professional leadership and management of key areas as agreed on an ongoing and annual basis with the Director of Learning.

5.2 To be responsible for agreed English activities within the school.

5.3 To contribute to the self-evaluation and strategic planning processes for English.

5.4 To take an active role in the Learning Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all students

5.5 To support the Director of Learning to ensure the needs of all students are met.

**Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. As a TLR-holder the post-holder will be expected to undertake leadership activity; the specific focus will be determined as part of the development planning cycle. The postholder will also be expected to take a full part in the day-to-day operation of the school through the participation in duty and "on-call" rotas and the like.**

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve. Any changes would be made after full consultation with the staff involved.

Signed \_\_\_\_\_ -

Postholder

Date \_\_\_\_\_