

Job Description



Job Title: Teacher of English
Location: WeST based at South Dartmoor Community College
Grade: Teacher Pay Scales
Reports to: Executive Head teacher/Line Manager

MAIN JOB PURPOSE

- To carry out the responsibilities of a subject teacher.
- To carry out the responsibilities of a tutor.
- To support the ethos and vision of South Dartmoor Community College.

SPECIFIC ROLE EXPECTATIONS:

- To deliver a high-quality curriculum, that is well planned and sequenced.
- To ensure the highest possible academic outcomes for all students taught.
- To deliver high quality teaching and learning every day in accordance with the Teachers' Standards.
- To support the personal development and academic progress of students.
- To support the maintenance of high standards across all aspects of school life.
- To support the schools' ethos by ensuring our values are at the heart of everything we do.
- To deliver the whole school reading programme.

KEY RESPONSIBILITIES:

- To ensure all students make excellent progress and to be accountable for their outcomes.
- To plan and prepare lessons that support effective curriculum delivery and high-quality teaching and learning.
- To have excellent subject knowledge and use this to inspire students, build their understanding and prepare them for progression to the next stage of education, training or employment.
- To contribute to the development of an enriching, relevant and innovative curriculum that meets the needs of each student by assisting with and contributing to the development of resources, schemes of learning, assessment processes, and teaching and learning strategies.
- To provide effective and regular informative and personalised feedback to all stakeholders.
- To provide accurate data when requested in a timely and accurate manner.
- To implement an effective and positive approach to behaviour for learning that supports high quality learning both in lesson time and during students' free time.
- To create an environment conducive to effective learning.
- To support the effective and efficient deployment of learning support within the classroom.
- To promote good relationships and communications between all members of the schools and wider community.
- To maintain the highest possible personal, presentational and professional standards as an example to colleagues and students.
- To assist in the setting of the schools' goals and targets through the implementation of the Schools' Development Plan, and supporting meeting these through, for example, mentoring and intervention as required.
- To attend Progress Evenings and other relevant school and community meetings, as well as meetings with colleagues in teams.
- To be committed to enrichment activities in support of effective learning.
- To engage fully in the Performance Management process and in Continued Professional Development opportunities.
- To implement and adhere to policies and procedures.
- To be a Tutor to a group of students and, as a Tutor, to be the first point of contact between the school and parents for these students and be responsible for fostering good home/school relations.
- To liaise with the Year Leader in order to best support the whole child with personal and academic growth.

- To deliver, support and contribute to 'Tutor' time and deliver aspects of care, guidance and support, PSHE and other activities as directed by the Year Leader.
- To plan, lead and implement enrichment activity including engagement with employers both within formal curriculum time and in the designated enrichment session.
- To support induction from previous phases of education and prepare and guide on transition to next phases and maintain relationships with graduates from the schools.
- To ensure that student attendance and behaviour is monitored, praised where it is merited and followed up where there are concerns.
- To carry out supervision at break time and other times published in advance, in accordance with directed time.
- To attend and participate in assemblies with their tutor group.

GENERAL:

This job description and allocation of responsibilities may be amended, with consultation, from time to time. Performance Management procedures will aid this process by considering the relevance of the teacher's role in the context of the changing needs of the schools and the professional development of the teacher.

The Governing Body and Head Teacher reserve the right to ask teachers to carry out other such duties as may from time to time be reasonably assigned operating within the conditions of service. The job specification does not allocate a particular amount of time to any of the above responsibilities. In carrying out these responsibilities the teacher will use PPA and directed time in accordance with the schools' published time budget and will have regard to the teacher's conditions of service.

SAFEGUARDING:

South Dartmoor Community College and the Atrium is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate and satisfactory references before commencing the post.

GENERAL TO ALL ROLES ACROSS THE TRUST:

- Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
- Assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
- Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
- Comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

Job Description produced by WeST HR Business Partner & Executive Head teacher, June 2023