

Role Profile: English Teacher

Purpose

To actively support the policies and aims of the school whilst effectively teaching and encouraging pupils to develop both inside and outside the classroom.

Key Accountabilities

Teaching

- Teaching pupils assigned to you to achieve the curriculum objectives consistent with the aptitude and abilities of the pupils, supervising and registering attendance.
- Setting and marking work (including examinations) to be carried out by pupils in school or elsewhere. To assess pupils work, record and report on their development and attainment to ensure progress is tracked and pupil performance is maximised.
- Maintaining good order and discipline amongst pupils, safeguarding their health and safety both on school premises and during authorised school activities elsewhere.
- Planning and preparing courses and lessons to meet the learning needs of pupils in accordance with the objectives of Colchester High School. To attend assemblies and attending and leading after school clubs.
- To provide for the special needs of all pupils taught, liaising with the Head of Learning support as applicable.
- Promoting the general progress/wellbeing of pupils, keeping records and reports on their development, attainment, personal and social needs.
- Providing guidance and advice to pupils on educational and social matters.
- Communicating and consulting with parents of pupils, participating in meetings arranged for any of the purposes described above.
- Establish a constructive working relationship with colleagues.
- Communicating and co-operating with persons or bodies outside the school.
- To report all health and safety requirements and to ensure all risk assessments are in place. To report all health and safety concerns to the principal.
- To adhere to all statutory requirements relating to Form Teachers duties, such as taking of the register.
- To create an inviting and stimulating teaching area within the classroom by keeping the room tidy and creating stimulating displays of pupil work. Maintaining and monitoring display work in appropriate areas of the school.
- To engage in a whole school coordination responsibility in a particular curriculum area.
- To ensure that all pupil tracking and progress data is provided as required by the school.
- To ensure that thorough and comprehensive reports are completed in line with school guidelines.
- Carry out all duties assigned to the teacher.
- To maintain the school's standard of discipline in line with the school behaviour policy.
- To adhere to all policies and procedures set out by the school.
- To act in a professional manner at all times.

- To undertake certain staff supervisory duties as required.
- To undertake such other duties as may be reasonably delegated by your line manager/the Principal.

Educational methods

- Reviewing and evaluating to maintain an up-to-date knowledge of available techniques, resources and developments with programmes of work. To review as necessary personal teaching methods to ensure own teaching is as effective and as stimulating as possible.
- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Being aware of developments in ICT and how they may be integrated into your subject.

Public examinations

- Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.
- To assist, if required, with any access arrangements required by the pupils for internal and public examinations.

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- Participating in meetings which relate to the curriculum, the administration or organisation of the school, including pastoral arrangements.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with teachers and staff from other schools within the Group.

Learning and Development

- Participating in arrangements for your professional development.
- Participating in any arrangements that may be made for teacher appraisal.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • High standard of English, Maths and IT skills. • Knowledge of relevant Key Stages and National Curriculum requirements. • Theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies). 	
Qualifications	<ul style="list-style-type: none"> • Relevant good quality degree and PGCE 	
Experience	<ul style="list-style-type: none"> • An understanding of safeguarding procedures and child protection methods and responsibilities. • Good behavioural management skills. • Evidence of a commitment to good teaching practice. • Ability to form and maintain appropriate relationships and personal boundaries with children. • Works well within and contributes to team development. • Communicates effectively (both orally and in writing) to a variety of audiences. • Understands and values the processes of planning as an aid to raising standards in teaching and learning. • Evidence of participation in professional development or study. • Evidence of being able to contribute to the achievement of strategic objectives. • Ability to implement action plans to raise standards. • Proven ability to manage, lead and motivate others and to work as a member of a team. • Ability to generate innovative and creative solutions to complex problems. • Capacity to work under pressure and meet tight deadlines. 	

Key Stakeholders:

Internal – Principal, Vice Principal, Assistant Head of Teaching and Learning, Assistant Head of Pastoral, Phase Leaders, Head of Department, Colleagues

External - Parents

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: