



The Academy Grimsby
YOUR FUTURE, FOCUSED

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	English Teacher
Responsible to:	Head of English
Responsible for:	Preparation and delivery of GCSE lessons to TAG students

1.	Job Purpose:
1.1	To ensure learners at TAG have differentiated and personalised lessons, delivered as timetabled lessons and through the enrichment programme. Use of Progress 8 data is fundamental in ensuring that all students reach at least the level they are expected to reach at the end of KS4.

2.	Key Responsibilities:
2.1	Planning, preparation and delivery of lessons in accordance with department schemes of work
2.2	Assessment, recording and reporting of pupil progress in line with academy policy and procedures

3.	Specific Duties:
3.1	Assessment, recording and reporting of pupil progress in line with academy policy and procedures
3.2	Attending Parent's Evenings and Open Days
3.3	Communicating with parents as necessary
3.4	Preparing students for Public Examinations
3.5	Contributing to the work of the department including maintaining displays, developing resources and other duties as required

3.6	Acting as a form tutor
3.7	Attending staff briefing, department meetings and assemblies
3.8	Performing duties and implementing the schools policies on sanctions and rewards
3.9	To carry out such particular duties as the Headteacher may reasonably direct from time to time, in accordance with the Teachers' Pay and Conditions of Service.

4.	Budget Responsibility:
4.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group's purchasing and financial regulations .

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

9.	Group Policies and Procedures:
9.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	Degree relevant to subject being taught QTS or similar	E E	
Specialist Knowledge	Ability to teach GCSE English Ability to teach more than one subject Knowledge of the new progress measures	E E	D
Experience	Teaching of English in at least one 11 – 16 environment Teaching of more than one subject at GCSE level	E	D
Skills and Attributes	Good understanding of direct entry 14-16 colleges Good communication skills Strong organisational skills Ability to differentiate Team Player Up-to-date with current media research and developments A commitment to become involved in the extracurricular activities of TAG	E E E E E E	D
Other	DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable