



**ST PETER'S SCHOOL HUNTINGDON**  
**JOB DESCRIPTION**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>POST TITLE</b>	Teacher of English
<b>PURPOSE</b>	<ul style="list-style-type: none"> <li>• To create an ethos in which all staff are motivated and supported to develop their skills and knowledge</li> <li>• To carry out the duties of a school teacher as set out in the current edition of the School Teachers' Pay and Conditions Document maintaining a professional understanding of the curriculum, assessment and pastoral requirements.</li> <li>• To be a leading professional</li> <li>• To carry out the functions of a class teacher at St Peter's School in accordance with the stated aims and objectives of the school.</li> <li>• To be responsible for particular functions/roles as noted below</li> </ul>
<b>REPORTING TO</b>	Head of Department
<b>PERFORMANCE MANAGEMENT</b>	By the Line Manager allocated in the performance management arrangements published at the beginning of each academic year.
<b>SALARY</b>	Main Pay Scale

**RESPONSIBILITIES**

**1. Safeguarding**

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

**2. Teaching**

This will include:

- Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times.
- Role model excellent behaviour and implement the school's behaviour policy in lessons to maintain excellent classroom management with due regard to health and safety policies.
- Planning and preparing lessons in accordance with departmental schemes of work and national curriculum, taking into account the educational needs of our students
- To contribute to the development of schemes of work in the department as appropriate.
- Ensure punctuality and establish a purposeful work atmosphere during all learning activities.
- Setting and marking classwork and homework. Set work when required for absent students whilst adhering to the school policy of marking one piece of work every eight lessons which could be an assessment or homework.
- Assessing, recording and reporting on the development, progress of students taking into account prior levels of attainment that can be used to set future targets.
- Implement the school's behaviour policy in lessons and maintaining classroom management with due regard to health and safety policies.

- Participating in arrangements for preparing students for public examinations, including the preparation, recording and submission of assessments ensuring examination regulations are adhered to.
- Ensure effective setting of homework when it is appropriate to do so.
- Identify and work appropriately with SEND students and HPA students.
- Set appropriate and challenging work for students.

### **3. Pastoral work**

This will include:

- To be a tutor under the direction of the Heads of Year.
- Monitor and set targets for the social and academic progress of all students in the tutor group as required.
- Promoting the general progress and wellbeing of individual students and of any assigned class or group of students.
- Endeavour to build up a good relationship with students in the tutor group, so that they have a first point of contact for guidance and advice on both educational and social matters.
- Maintain an accurate attendance register, encouraging good attendance, communicating with parents of students when necessary.
- Participating in meetings called by external agencies for the purpose of supporting students.
- Report issues of concern to the appropriate staff.

### **4. Assessment, recording and reporting.**

This will include:

- Preparing and contributing to oral and written assessments, reports and references relating to individual students or groups of students.
- Keep appropriate records of students work.
- Carry out assessment programmes, as determined by the school or department.
- Complete student reporting in line with school policy. Attend parents evening as required and keep parents informed about their child's performance and future targets as requested.

### **5. Contributing to the work of the subject department.**

This will include:

- Contributing to the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and student support arrangements.
- Participating in the sharing of good practice both within and between departments.
- Attending departmental meetings.

### **6. Contributing to whole school development.**

This will include:

- Attending and participating in school management meetings as required, including full staff briefings and consultations.
- Participating in the development of whole school policies as appropriate

### **7. Participating in performance management and professional development activities.**

This will include:

- Participating in the school induction arrangements for new staff, including those applying to a newly qualified teacher.
- Participating in the school's arrangements for performance management.
- Participating in arrangements for further training and professional development, including attendance at professional training days.

The teacher will be part of the schools performance management scheme. S/he will have a Line Manager/TLR holder in their department who will set agreed targets for the year. The Line Manager will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Last Review Date: May 2019  
Next Review Date: May 2020