**JOB DESCRIPTION**

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| **Establishment** | BROOKFIELD SCHOOL |
| **Job Title** | SECONDARY EnGLISH teacher(subject co-ordinator for specified curriculum area(s) |
| **Status** | permanent |
| **Responsible to** | GOVERNING BODY/HEADTEACHER/DEPUTY HEAD/ASSISTANT HEAD |
| **Salary** | MPS/UPS + sen 1 |
| **Primary Purpose of the Job**  | * To lead and co-ordinate whole school English, providing guidance and support to colleagues, to audit and maintain resources and provide monitoring and evaluation information in relation to the effectiveness of the subject.
* To ensure all curriculum content and delivery is appropriately broad, balanced, relevant and differentiated to meet the full range of individual student ability and need.
* To provide learning experiences which enable opportunities for individual students to achieve their potential.
* To contribute to the school’s corporate responsibility for raising standards of attainment for all students by monitoring, evaluating and supporting the overall progress and development of individual students as their subject teacher or pastoral tutor.
* To teach, support and develop English across all 3 sites.
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| **PRINCIPAL DUTIES****Ethos & Vision*** Contribute to and support the school ethos, vision and overall ‘mission’. By setting a positive example and role model for colleagues and students to follow and play a full and active part within the school community.
* Support and promote actively the school and its corporate polices in all arenas.
* Support the school in meeting statutory requirements.
* Positively promote the school and celebrate its success.

**Strategic/Operational Planning** * To work with colleagues to develop an appropriate curriculum, resources, schemes of work, assessment procedure and teaching and learning strategies to meet the needs of all learners across all Key Stages.
* To work with colleagues, other professionals and other educational establishments to promote inclusion and community learning.
* To lead, monitor, evaluate and support the development of specified curriculum aspects and/or subject area. To set targets for improvement in such aspects/areas and support colleagues in their delivery.

**Teaching & Learning*** To undertake a designated timetabled teaching responsibility and workload, preparing and planning sessions appropriately to ensure students are taught according to their needs and abilities using a variety of teaching styles. May include teaching a range of subjects as well as specialist area.
* To undertake assessment, recording and reporting on the attendance, progress, attainments, achievement and overall development of individual students within pastoral classes/teaching and learning groups.
* To provide and/or contribute to oral and written assessment date, reports and references relating to individual and groups of students.
* To ensure that all learning experiences are of high quality and meet the high expectations of the school with regard to standards of work, discipline, behaviour and punctuality.

**Staffing & Resources*** To continue to develop personally and professionally within the realms of your subject(s) responsibilities and in the field of teaching and learning practice across special education as a whole. Keeping abreast of local, national and international developments in relation to the full continuum of special educational needs.
* To engage actively in Performance Appraisal and Review Process.
* To participate in and if appropriate lead whole school training and professional development INSET and events as required.
* To work effectively as part of a departmental and classroom team and contribute to positive working relations across the whole school.
* To ensure effective and efficient deployment of support staff within your classes to meet the academic, social and personal needs of individual students.
* To contribute to the process of ordering and allocation of teaching resources, equipment and materials.
* To support the efficient and effective use of the building as a resource.
* To co-operate with colleagues in the sharing and effective use of all resources to the benefit of the school, departments and individual students.
* To manage any budget assigned to you appropriately, efficiently and effectively.

**Pastoral*** Act as form tutor to an assigned group of students as required. Promote, record and evaluate their wellbeing and general progress, encourage their full attendance and participation in all lessons, assemblies, events and other aspect of school life.
* Contribute to reports. Progress files, action plans, educational plans, behaviour plans, transition plans, annual reviews etc as required.
* Make appropriate staff aware of any problems, anxieties or concerns regarding individual students and contribute to finding solutions to ease them.
* Communicate and liaise regularly with parents/carers and families of students or with other professionals and external bodies as required to meet the welfare and care needs of individual students.

**Quality Assurance & Evaluation*** Contribute to the processes relating to monitoring and evaluating curriculum/subject areas within departments and across school and support target setting for improvement as required.
* Participate in whole school reviews and evaluations in relation to organisational, pastoral, teaching and learning, staffing and resource aspects of the school.
* Act as a reflective practitioner and periodically review own planning materials, delivery styles and working practice.

**Communication & Liaison*** To actively communicate and liaise with the parents/carers of students as appropriate
* To actively communicate and liaise with other professionals, services and bodies external to school as appropriate.
* To actively participate in communication and liaison activities such as parent’s evenings, review meetings, open days, transition events as appropriate.
* To actively develop links in relation to curriculum area/aspect with other schools and external networks.

**Management Information*** Maintain records to provide relevant and up to date information with regard to individual student progress for a range of reports and meetings as required.
* To complete any relevant documentation in relation to the tracking of individual/group of students and effectively use such information to inform practice.

**General Duties:** * To promote actively the school’s corporate policies and to comply with the school’s health and safety policy and undertake risk assessments as appropriate
* You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers Pay and Conditions Document (STPCD) currently in operation and the most recent Teachers standards with responsibility for the education and welfare, well-being, care and behaviour of students in your class/teaching group and across the school. Having due regard to statutory and non-statutory curriculum requirements. School policies, guidance and ethos.
* Undertake any such other duties and responsibilities as may be reasonably requested from time to time by the Headteacher in order to fulfil aspects of the job purpose of this post.
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| This job description may be amended at any time following discussions between the Headteacher and the post holder and will be reviewed annually as part of the school self-review programme. |

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| **Date Job Description prepared/updated** | October 2019 |
| **Job Description prepared by** | Mr Rob Brocklebank (Headteacher) |