Unity City Academy

Academies Enterprise Trust
To make our best better

Job description

Job Title: Teacher of English

Responsible to: Curriculum Leader

Specific Responsibilities

To be a specialist in chosen subject area

- Plan and prepare lessons and schemes of work in accordance with Academy policy, ensuring a variety of learning opportunities for the development of key skills;
- Maintain individual records of pupil's experiences and achievements in the lessons taught by you and use data to inform future planning;
- Contribute, as required, to the Annual Review process including the writing of reports in accordance with Academy policy;
- Prepare, implement and monitor Individual Learning Plans for pupils in accordance with Academy policy;
- Lead the class team to ensure collaborative working for the benefit of the pupils;
- Work collaboratively with colleagues, parents/carers, educational psychologists, therapists, social services and other outside agencies who may be involved with pupils for whom you have a responsibility;
- Have a thorough awareness of and regard for the confidential nature of many aspects of school information relating to individual pupils;
- Co-operate with colleagues to ensure the achievement of the aims of the school;
- Promote positive pupil behaviour in line with Academy policies;
- Take part as required in meetings in relation to the curriculum and organisation of the school;
- Participate in arrangements for professional development as outlined in the Academy development plan or identified through the appraisal process and take responsibility for own development;
- Ensure the activities in which pupils are engaged are conducted in a disciplined, safe and healthy environment and in line with Academy policy.

General Responsibilities

- To be an ambassador for the Academy
- To model the core values of the Academy in your professional life and to promote and develop the Academy's vision, ethos, aims and objectives
- To establish a culture that promotes excellence, equality, and high expectations for all students
- To contribute positively to discussions leading to the development of effective policies, practices and structures
- To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the Academy and to maintain good discipline
- To attend meetings with external agencies and organisations.
- To foster and support extra-curricular activities in the interest of the Academy community e.g. Academy productions, concerts, sports activities, trips, and excursions
- To take on additional responsibilities as directed by the Principal and or SLT link

Variation in Role

Specific roles beyond those outlined by title will be placed on a MPS/TLR Scale. While specific areas of accountability have been addressed in the Teacher title role and areas of accountability as indicated it is by no means a definitive guide to the role expected. Flexibility is the key attribute required of post holders with an ability to deliver on specific outcomes given in the Academy Development Plan linked to Key Indicators of Performance.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Special Conditions of Employment:

Equality and Diversity

The Academy is committed to equality and diversity for all members of society. The Academy will take action to discharge this responsibility, but many of the actions will rely on individual staff members at Unity City Academy embracing their responsibilities with commitment, and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the Academy's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the Academy, with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced CRB disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced CRB clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Training and Development

Unity City Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person specification

This person specification does not constitute a job description.

Your personal qualities and attributes will lead to your – and our – future development; therefore our person specification is more of a driving force in our search for the best candidate to join us in our team.

Essential	Desirable
Qualifications and Experience: • A relevant honours degree or equivalent and QTS.	• A good honours degree or equivalent and PGCE. • Evidence of further subject-based professional development.
Teaching: • Evidence of good classroom practice. • Good understanding of effective and engaging teaching methods. • The ability to engage, enthuse and motivate students. • Willingness to teach another subject. • Experience of teaching up to KS3 & KS4.	• Experience of the use of ICT to enhance the teaching and learning process. • Experience of teaching KS5.
Assessment: • An understanding of the use of assessment to inform planning.	• Evidence of improved student outcomes. • The ability to monitor student progress through the use of ICT.
Planning: • The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all students. • The ability to set consistently high expectations for all students through class work and homework.	• A willingness to be involved in extended curriculum opportunities in the subject area. • The ability to manage time effectively and prioritise work.