



Post Title: Classroom Teacher of English

Grade: NQT/TMS/UPS

Hours: Full-time (Permanent)

Job Purpose:

To support the Curriculum Leader in promoting learning to students at West Coventry Academy within the English department. To teach Key stage 3 and Key stage 4 in English Language & Literature. Key stage 5 English Language & Literature or Key stage 5 English Literature (desirable).

Description of Duties and Responsibilities:

- To embrace the academy's values of 'Enjoy, Achieve, Aspire'.
- To comply with the academy's Code of Conduct.
- To play an active role in achieving the department's improvement targets.
- To make an active contribution to the development of spiritual, moral, social and cultural education in the academy and to support cross-curricular working.
- To set high expectations which inspire, motivate and challenge students of all abilities and backgrounds.
- To promote good progress and outcomes by students, with an awareness of their capabilities and prior knowledge.
- To demonstrate good subject and curriculum knowledge, fostering an interest in the subject and a willingness to ensure that critical developments in the subject and curriculum area are understood.
- To plan and teach well-structured lessons, which use lesson time effectively and promote a love of learning and curiosity.
- To set homework and home learning tasks in line with the academy timetable.
- To adapt teaching to respond to the strengths and needs of all students, differentiating appropriately for students with SEND, G&T, EAL.
- To make accurate and productive use of assessment using relevant data to monitor progress, set targets and inform learning.
- To make accurate and productive use of assessment using relevant data to monitor progress, set targets and inform planning.
- To give students and parents/carers regular feedback orally, through accurate marking, progress reviews, written reports and parent evenings.
- To manage behaviour effectively to ensure a good and safe learning environment, following the academy's policies and procedures for both rewards and sanctions.
- To make a positive contribution to the wider life and ethos of the academy.
- To direct and supervise assigned support staff and, where appropriate, other teachers.
- To participate in arrangements for appraisal and review of own performance and, where appropriate, that of other teachers and support staff.
- To participate in further training and professional development and, where appropriate, that of other teachers and support staff, including induction.



Pastoral Tutor Responsibilities

- To be responsible for the day to day welfare of each student in the tutor group and in particular to:
 - a) build a relationship based on mutual trust, confidence and respect with each student;
 - b) monitor the health and welfare of students and to report problems to the Year and learning manager as appropriate;
 - c) form good working relationships with all people who have parental responsibility for the student, provide regular feedback through written reports and parent evenings;
 - d) provide reports and offer advice as necessary, on all aspects of a students' behaviour and/or work;
 - e) monitor the students' progress in line with the academy monitoring system.
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment and to the Pay and Conditions policy adopted by the Governing Body.
- The 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 every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**AND such duties as are within the scope and the spirit of the job purpose,
the title of the post, and its grading.**

Special Requirements

This Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

All posts within this Academy are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service. A copy of the Academy's Safeguarding & Child Protection Policy can be found on the Academy's website <http://www.westcoventryacademy.org>.

All duties and responsibilities must be carried out with due regard to the Academy's



Health & Safety Policy and Health & Safety at Work Act.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken to comply with the Data Protection Act 1998.

Postholders will be expected to comply with the Academy's ICT & Social Media Policy.

PLEASE NOTE
WEST COVENTRY ACADEMY
IS A NON SMOKING SITE

SUPERVISION RECEIVED	
Name:	DR KJ Mason (or successor)
Post Title:	Subject Leader of English
Or Alternatively:	Chris Paton – Deputy Headteacher

LEVEL OF SUPERVISION*

Regularly supervised with work
Checked by Supervisor.

Left to work within established guidelines,
Subject to scrutiny by supervision.

Plan own work to ensure the meeting
of defined objectives.

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Employee Signature: _____

Date: _____

Line Manager Signature: _____

Date: _____