

**Impington Village College  
Job Description**

<b>Post Holder:</b>	
<b>Post Title:</b>	Teacher of English
<b>Post Purpose:</b>	<p>Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</p> <p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</p> <p>To monitor and support the overall progress and development of students as a teacher and tutor.</p> <p>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</p> <p>To contribute to raising standards of student attainment.</p> <p>To share and support the College and Trust's responsibility to provide and monitor opportunities for personal and academic growth.</p> <p>To be responsible for safeguarding and promoting the welfare of students and to ensure that teaching and learning takes place in a safe environment</p>
<b>Reporting to:</b>	Lead Practitioner English
<b>Working Time:</b>	Full time as specified within the STPCD
<b>Salary/Grade:</b>	Main/Upper Pay Scale
<b>Place of Work:</b>	Your principal place of work will be Impington Village College.

### Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in College and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as a required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods, which stimulate learning appropriate to student needs and demands of the syllabus.

- To maintain discipline in accordance with the College Behaviour Policy and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and College and Trust procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

### **Operational and Strategic Planning**

- To assist in the development of appropriate syllabus, resources, schemes of work, marking policies and teaching strategies in the Department/ Faculty.
- To contribute to the Department's/Faculty's Development Plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole College and Trust planning activities.

### **Curriculum Provision/Development**

- To assist the Lead Teachers and Lead Practitioner to ensure that the curriculum area provides a range of teaching, including extra-curricular activities, which complements the College and Trust's strategic objectives.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the College and Trust's Vision and Strategic Priorities.

### **Staffing**

- To take part in the College staff development programme by participating in arrangements for further training and professional development.

### **Additional duties**

- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the appraisal process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the College and Trust as a whole.

### **Quality Assurance**

- To help to implement College and Trust quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with the agreed College and Trust procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.

### **Management Information**

- To maintain appropriate records and provide relevant accurate and up-to date information for the College Management Information System, registers etc.
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning.

### **Communications and Liaison**

- To communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the College and across the Trust.
- To follow agreed policies for communications in the College and Trust.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

### **Management of Resources**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist Lead Practitioner and Lead Teachers to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Trust, College, department and the students.

### **Pastoral System**

- To be a Lead Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with the Progress Leader and Student Manager to ensure the implementation of the College's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of College and Trust life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files/other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the College concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PD, citizenship, careers-related learning and enterprise according to College and Trust policy.
- To apply the Behaviour Policy so that effective learning can take place.

### **Trust Ethos**

- To play a full part in the life of the Eastern Learning Alliance Trust and College community, to support its distinctive vision and ethos and to encourage staff and students to follow this example.
- To support the Trust in meeting its legal requirements for worship.
- To promote actively the Trust's corporate policies.
- To comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate.

**Safeguarding**

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- To undertake regular safeguarding/child protection/prevent training, adult protection training as required by the Trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

January 2022