

TEACHER JOB DESCRIPTION



HeathFarm
College

Post: Teacher of English for KS4, Heath Farm College

Salary Scale:

To Whom Accountable:

KS4 Lead

Overall Purpose of Job:

- To model the college values of 'Love, Commitment and Opportunity' consistently on a daily basis
- To lead the English curriculum for Year 10 and Year 11
- To deliver highly effective teaching and learning to the KS4 students in your sessions ensuring that it is appropriate, relevant and meets statutory requirements consistent with the individual needs of each student and to facilitate the very best outcomes for all
- To ensure all staff delivering any aspects of the English curriculum are effectively trained and monitored
- To be the Year 10 or Year 11 Tutor
- To support and facilitate the implementation of the college's policies
- To share in the corporate responsibility for the education, welfare and conduct of all students
- To model the college protocols and procedures on a daily basis
- To ensure registration procedures are followed accurately

Principal Duties



Love



Commitment



Opportunity

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Teaching

- Leading on English teaching for Year 10 and Year 11
- Teaching any student at Heath Farm College in KS4
- To plan and deliver schemes of work for the students in your sessions that is in keeping with the statutory requirements relating to individual students and college policies
- Responsibility for the assessment, recording and reporting of all students in your sessions
- To ensure that each student in your teaching or tutorial group has a Student Learner Profile which is relevant, appropriate, up to date and consistent with any statutory requirements
- To maintain appropriate and relevant records to ensure that students' achievements and progress are documented and available for progression planning
- To maintain portfolios of work for each student in accordance with college policies and exam board requirements
- To model lifelong learning

Duties

- To be available to support student arrival and departure
- To be available for break and lunchtime duties as and when on the rota

Administration

- Assessment, reporting and record keeping on students in your tutorials or sessions as required
- The supervision and management of college and departmental equipment as required
- To liaise with all relevant staff and agencies to ensure appropriate information dissemination as and when requested
- To have regard for the learning environment and the accommodation that the college uses
- To prepare reports as required for a variety of professionals meetings and reviews

Meetings to Attend

- Departmental and Teaching & Learning meetings
- Whole college, or KS4, staff meetings
- Other meetings or briefings according to the needs of the college
- Training meetings



Love



Commitment



Opportunity

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Pastoral

- To work under the Heath Farm umbrella to ensure the welfare of all young people in your care
- To perform your pastoral, tutorial responsibilities effectively
- To make appropriate entries in log and / or incident books as and when required
- To contribute to robust safeguarding logs as and when required

Complex Needs

To give active support to the many ways in which the college meets the complex needs of our students

Health and Safety

To ensure the Health and Safety Policy is consistently applied

Equal Opportunities

To give active support and adhere to the college's policy on equal opportunities

Any other activities that the Head of Heath Farm College may reasonably require you to undertake

Review

This job description forms part of the contract of employment and may be amended at any time after discussion with the Head of Heath Farm College.

