



Job Description

Job Title: *English teacher*

(Primary or Secondary trained)

Accountable to: Head of School & Assistant Head for Curriculum

Salary: £39,519.90 per academic year

Working hours 8:30am – 4pm, Monday to Friday, term time only

Main Purpose:

- To teach the English curriculum throughout KS3 and KS4.
- To support students in achieving Functional skills or IGCSE English qualifications

Main Duties:

The specific nature and balance of these duties will vary according to the needs of the students and the College.

Teaching:

- Ensure English area is set up and managed effectively
- To teach English across the college
- To teach Entry level mathematics, if required
- Ensure that the curriculum offer meets the needs of individual students taking into account their likes and interests.
- To support the development of the current curriculum offer to make the subjects more accessible and engaging for students.
- Ensure that all written records and students written work is up to date, marked and of the required standard.
- Work closely with the Senior Leadership Team and the English curriculum lead to ensure students are making appropriate progress through the curriculum and/or qualification(s).
- Work closely with key students or groups of students, as identified by the Senior Leadership Team or the Head of Pastoral Support, to help develop their interests and positive engagement in education, social activities and peer interactions.

Students:

- To develop and maintain positive relationships across the College with all students and staff.
- To support students who have a variety of complex social, emotional and mental health needs including Autism to access and achieve in education across a range of academic, vocational and recreational activities.
- Work closely with the Head of Pastoral Support to create and facilitate learning that engages students throughout the College Day.
- To support students through crisis and potential dysregulation, in line with their individual needs and risk assessments.
- Make effective use of the data system to support management of behaviour and maintain relevant database.

Additional Duties & Responsibilities:

Health and Safety:

- Report any Health and Safety issues to the Head of School or Assistant Head with this responsibility.
- Be responsible for the Humanities areas, ensuring that all health and safety requirements are met.

College Development:

- Support maintenance and development of the College ethos, values and overall purpose.
- To act as a positive role model for students and staff alike particularly in dress, punctuality, behaviour, language, conduct and understanding.

Staff Training:

- To complete all mandatory training provided by the College and ensure that you complete any refresher training as and when required.
- Be a reflective practitioner and be mindful of your own Continued Professional Development (CPD) needs and discuss any further training needs you have with the Senior Leadership Team.

Safeguarding:

Safeguarding students is priority. All staff have a duty & responsibility to ensure that safeguarding is maintained.

- You must report any Safeguarding concerns to the Designated Safeguarding Lead (DSL) or Deputy in line with Norton College Policy
- If you have made a Safeguarding referral, it is your responsibility to check back with your colleague before leaving for the day, enquire what action has been taken.

Student reports:

- To provide supporting information both verbally and in writing as requested for student education meeting including Annual Reviews.

As a English Teacher you may be asked to take on additional duties or be deployed as requested by the Head of School.