**BEACON OF LIGHT SCHOOL**

**Teacher of English & PSHRE**

**GRADE: MPS/UPS**

**RESPONSIBLE TO:** Curriculum Lead for English & Literacy

**MAIN DUTIES:** To carry out the functions of a teacher in accordance with the Teacher Standards

To teach GCSE English and PSHRE, at KS3 and KS4

**JOB PURPOSE:**

* In consultation with Curriculum Lead for English & Literacy, plan and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Trustees and Principal of the school
* Be accountable for planning and delivering English/Literacy across KS3&4
* To deliver planned PSHRE lessons across KS3&4
* To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
* To develop and enhance the teaching practice of others.
* To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

**LIAISING WITH:**

* Curriculum Lead for English, Curriculum Lead for PSHRE, teaching staff, student support staff, LA staff, parents, stakeholders

**Main responsibilities:**

* To ensure high levels of progress and attainment through effective teaching and learning.
* In accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students’ learning
* Plan and deliver an appropriate social curriculum focusing on the development of social skills, self-awareness, self-esteem, increasing motivation and the management of behaviour
* Support colleagues with the management of behaviour
* Assess, record and report on the development, progress and attainment of pupils; and within the school guidelines record on the progress of individual pupils, including IEPs, risk assessments and pastoral support plans.
* Prepare reports and participate in reviews where necessary
* Ensure that all pupils make good progress from their point of entry to the school
* Liaise with a range of agencies including Schools, Educational Psychologists, Education Welfare Officers, Social Services, Child and Family Services, Health Services, Careers and

Post 16 provision, etc

* Provide and facilitate the general progress and well-being of any individual student within any group of students, providing guidance and advice to students on educational and social matters
* Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
* Ensure health and safety is secured throughout the working environment
* To use data on student performance to inform policy and practice, target setting, identify underachieving pupils, implement targeted intervention and monitor the effectiveness of the subject
* To represent the department in all matters concerning the curriculum within the school at working meetings and full staff meetings
* Maintain contact with pupils’ schools and assist in any planning for a return and take part in home/school and community liaison
* To liaise with other teachers within the school and from referring schools on a whole range of issues including curriculum development and pupil casework
* Supervise Support Staff and ensure that they play a full part in the meeting of pupil needs
* Participate in full staff, curriculum and departmental meetings and to contribute to school decision-making and consultation procedures
* Contribute to the development and implementation of the school’s policy, procedures and practice
* Implement the school policy with regard to registration, student absence, dress code and enforce school rules relating to behaviour and health and safety
* Contribute to the development of the Academy. This will involve the development of curriculum and pastoral initiatives and the building of a bank of resources and knowledge relating to the teaching and learning requirements of pupils.
* Undertake training either to improve professional skills and expertise or contribute to whole school development.
* Be involved in the Performance Management process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and

be able to participate effectively in the implementation of the school’s goals and Development Plan

**Pastoral System:**

* To monitor and support the overall progress and development of students within the department.
* To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* Ensure Behaviour Management systems are implemented in the department so that effective learning can take place.
* To be a Personal Tutor to an assigned group of students.
* Promote the general progress and well-being of individual students and of the Tutor Group as a whole.
* To liaise with Deputy Principal to ensure the implementation of the school’s Pastoral System.
* To register students, and encourage their full attendance to all lessons and registration periods
* Evaluate and monitor students progress and keep up-to-date student records as may be required.
* To alert appropriate staff to problems experienced by students
* To communicate as appropriate with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
* To contribute to Pastoral programme, citizenship, employability, Challenge, Creativity and enterprise according to school policy

**Other Specific Duties:**

* To actively promote the school’s policies and procedures
* To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
* To carry out a share of supervisory duties in accordance with published rotas
* To continue personal development as agreed.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To undertake any other duty as specified by STPCD not mentioned in the above.

This job description should be read in conjunction with the current School Teachers’ Pay and Conditions Document and the provisions of that document will apply to the post holder.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors, guests and telephone callers.

The school 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 shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**All staff employed by Beacon of Light School are expected to work within the following policies and procedures:**

**Safeguarding**

Ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies

**Staff Behaviour**

Ensure staff adhere to a defined code of expected conduct and behaviour

**Health and Safety:**

• take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do

• be familiar with emergency and First Aid procedures

• cooperate with all issues involving Health, Safety and Welfare

• use work items provided correctly and in accordance with training and instructions

• not interfere with or misuse anything provided for protection of Health, Safety or welfare

• report any Health, Safety or Welfare concerns to their line managers as soon as is practicable

• ensure tasks are completed in a safe manner

**Security and data protection**

• work within the confines of the Data Protection Act (GDPR from May 2018) and to take appropriate measures to ensure the security and confidentiality of data.