

## **JOB DESCRIPTION**

**POST:** English Teacher – Phonics Coordinator

### **Job Purpose**

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

### **Core Requirements of the Post**

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students and colleagues;
- Build team commitment with colleagues and in the classroom engage and motivate students;
- Contribute to the school improvement / development planning and promote the learning priorities of the school SDP;
- Contribute to the development and / or implementation of school policies;
- Effectively fulfil their responsibilities regarding safeguarding;
- Promote the wider aspirations and values of the school.

### **Areas of Responsibility and Key Tasks**

#### **Planning, Teaching and Class Management**

Teach allocated students by planning their teaching to achieve progression of learning through:

- understanding and applying effective classroom management;
- understanding and applying a range of teaching strategies;
- positively targeting and supporting individual learning needs;
- planning and sequencing learning so it effectively supports progress;
- maintaining high levels of behaviour and discipline;
- effectively using homework and other extra-curricular / enrichment learning opportunities;
- demonstrating appropriate consistent progress
  - for the majority of students
  - across all teaching areas
  - across all spectrums of background, ability and behaviour that compares favourably with students in similar settings
- effectively managing other adults in the classroom (eg SEN support).

#### **Monitoring, Assessment, Recording, Reporting**

- tracking student progress, analysing data to identify areas for improvement, and designing targeted interventions to support struggling learners.
- use performance data to evaluate students' progress and set appropriate targets for improvement;
- use assessment to inform planning and teaching;
- report on progress to all stakeholders.

#### **Pastoral Duties**

- be a form tutor to an assigned group of students;
- promote the general progress and well-being of individual students and of the Form Tutor Group as a whole;
- liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system;

- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- contribute to the preparation of action plans, progress files and other reports;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to PSHCE and citizenship and enterprise according to school policy.

#### **Other Professional Requirements**

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- maintain an up to date knowledge of good practice in teaching techniques;
- know subject(s) or specialism(s) to enable effective teaching;
- take account of wider curriculum developments;
- incorporate national strategies in all teaching;
- communicate learning objectives;
- undertake professional development to enhance teaching and students' learning, and
  - apply outcomes and identify impact
  - share outcomes with colleagues
- take responsibility for professional learning

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

This post is subject to the current conditions of employment for Class Teachers contained in the School teachers' pay and conditions document 2023 and guidance on school teachers' pay and conditions, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Teachers' Standards' contained at Annex 1.

This job description may be amended at any time following discussion between the headteacher and member of staff, to be reviewed annually.

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.