

## Job Description

**Job Title:** Teacher of English (Year 7) and KS3 Phonics Coordinator

**Department/Group:** English

**Hours of Work:** Full Time / Part Time

Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to the contract of employment between the teacher and the Trustees of Tithe Academy and the provisions in the General Guidance on Job Description/Conditions of Service of Teachers as included in the document on Teachers' Pay and Conditions.

### Purpose of Post:

To work as a member of the English Department, seeking to raise standards through effective curriculum delivery in these areas.

### Tasks, Duties and Responsibilities:

1. To teach English at Year 7.
2. To develop innovative, traditional and non-traditional approaches to the English curriculum in order to ensure appropriate access and achievement for all students.
3. To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the curriculum and the needs of the students.
4. To assist in the development and deployment of resources as appropriate.
5. To review and develop courses and lessons.
6. To assess, record and report on the attainment, attendance and progress of students keeping such records as required.
7. To monitor and record student progress according to the school's assessment policy.
8. To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work.
9. To set, mark and record homework according to the homework timetable.
10. To assess students' work in line with school's policies and procedures referring to student performance targets.
11. To run intervention or extra-curricular sessions.
12. To teach some lessons in our primary school within the MAT if required.

### Key Stage 3 Phonics Coordinator Responsibilities:

1. Use literacy/phonics based programmes to identify clear teaching objectives, specifying how they will be taught and assessed.
2. Deliver high quality lesson planning, teaching and learning in your secondary literacy/phonics intervention lessons.

3. Manage the literacy/phonics intervention programme.
4. Monitor the progress and achievement of the targeted students.
5. Deploy effective and efficient use of resources for the literacy/phonics intervention.
6. To liaise with the SENDCO concerning devised programmes.

#### **Year 7 Coordinator Responsibilities:**

1. To have a sound understanding of the principles of teaching English and be a good classroom practitioner.
2. To offer guidance on matters concerning Year 7 English at department meetings and any KS3 curriculum work session.
3. To coordinate the update of SOW for Year 7.
4. To oversee resources for Year 7, working together with colleagues and alone to produce worksheets and booklets, as appropriate, as well as advising the HOD of any books and materials needing to be purchased for Year 7 students.
5. To set work for KS3 classes, in the event that an absent member of staff is unable to do so.
6. To oversee the Accelerated Reader scheme.

#### **Tutor/Co-Tutor:**

1. To act in accordance with the guidelines given by the Head of Year.
2. To liaise with the Head of Year in implementing the School's pastoral policies.
3. To organise the checks and controls that take place during tutor time.
4. To register students.
5. To monitor student Link Books to ensure that homework is being recorded as appropriate.
6. To communicate with parents/carers as appropriate.
7. To attend tutor meetings as arranged by the Head of Year.
8. To engage with students and help build relationships within the tutor group.

#### **Contribution to the whole life of the school:**

1. To attend all necessary meetings, including Parents' Evening and appropriate Working Party meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To engage actively in the performance appraisal process and undertake professional development as agreed.
5. To work co-operatively as a member of a team.
6. To report any stranger on site.
7. To be a member of one of the pastoral year teams.
8. To fulfil the Terms and Conditions of Service, as laid down in the current "Pay and Conditions of Service for Teachers".
9. To carry out any other duties as reasonably directed by the Headteacher.

<b>Line Management:</b>	
The appointed teacher will be line managed by the Head of Department and will be responsible to the Head of Department for all matters relating to curriculum and learning. As a Form Tutor or Co-Tutor, the appointed person will be line managed by the Head of Year for that particular year group.	
<b>Last Updated:</b>	February 22, 2024