

Job Description

Teacher of English

Permanent Contract – Full-time

Responsible to:

- The Headteacher
- Faculty Leader for English

Post Purpose:

- To carry out the professional duties of a school teacher, as circumstances may require, under the reasonable direction of the Headteacher as specified in the current School Teachers' Pay and Conditions Document (STPCD) and Teachers' Standards.
- To monitor and support the overall progress and development of pupils as a Form Tutor.

Working Relationships:

- Headteacher and Senior Leadership Team
- Faculty and Subject Leaders
- Lead Practitioners and KS Coordinators
- Heads of Year and Assistant Heads of Year
- Teachers and Support Staff
- Pupils, Parents and Carers
- External Agencies

Working Time:

- Full-time as specified within the STPCD

Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- Planning and preparing courses and lessons.
- Teaching the pupils assigned to them according to their educational needs, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils and in each case having regard to the curriculum for the school.

Other Activities:

- Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to them.
- Providing guidance and advice to pupils on education and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions, making relevant records and reports.
- Making records of, and reports on, the personal and social needs of pupils.
- Communicating and consulting with the parents/carers of pupils.
- Communicating and collaborating with persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.
- Providing or contributing to verbal and written assessments, reports and references relating to individual pupils and groups of pupils.
- To contribute to the extra-curricular commitment within the English Faculty.

Appraisal and Training:

- To actively engage in the Teacher Appraisal process.
- To continue professional development as agreed with the Faculty Leader for English and Assistant Headteacher (CPD).
- Reviewing methods of teaching and programmes of work.

Educational Methods:

- Advising and cooperating with the Headteacher, Faculty Leader, Lead Practitioner, KS Coordinators and other teachers (or any other relevant person) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety:

- Maintaining Behaviour for Learning and discipline among the pupils and safeguarding their health, safety and wellbeing when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.

Staff Meetings:

- Participating in meetings at the school, which relate to the curriculum for the school or the administration and organisation of the school, including pastoral arrangements.

Cover:

- Supervising and, so far as practicable, teaching any pupils whose teacher is not available to teach them, in line with national agreements.

Public Examinations:

- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations.
- Recording and reporting such assessments.
- Participating in arrangements for pupils' presentation for and supervision during such examinations.

Management of Resources:

- Taking such part as may be required of them in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To assist the Faculty Leader for English, Lead Practitioner and KS Coordinators to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other Faculties to ensure the sharing and effective use of resources to the benefit of the school and the pupils.

Administration:

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether those duties are to be performed before, during or after school sessions.

Pastoral System:

- To support the overall progress and development of pupils within English.
- To help monitor pupil attendance together with pupils' 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.
- To act as Form Tutor and carry out the duties associated with the role.
- To assist in the implementation of Behaviour for Learning in the Faculty so that effective learning can take place.

Safeguarding and Equality:

- To have a thorough understanding of up-to-date safeguarding requirements and best practice.
- To demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people.
- To demonstrate a commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity.
- To maintain an environment which feels safe and enables pupils to report any concerns or complaints.

School Ethos:

- To fully comply with the school's Policy for Child Protection and Safeguarding (and related policies) to promote and safeguard the wellbeing of all young people at all times.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.
- To support the school in meeting legal requirements for worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To proactively promote an atmosphere of mutual support, respect, recognition and celebration of the diversity in our school.

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

The school will attempt to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with disabilities or continued employment for any employee who develops a disabling condition.

This job description is written at a specific time and is subject to change as the demands of the school and the role develops. The role requires flexibility and adaptability and employees of the school need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

Person Specification – Teacher of English

	Essential	Desirable
Qualifications/Training/Knowledge		
Qualified Teacher Status	✓	
Graduate with accredited teaching qualification (in an appropriate subject)	✓	
Evidence of continuing professional development at a level appropriate to your current post.	✓	
Higher qualification in education and/or management.		✓
A successful record of:		
Classroom experience as a teacher of English Language and English Literature in the 11-16 age range and across the full range of ability.	✓	
High levels, or the potential to achieve high levels, of pupil achievement over time as evidenced by value added, examination results and other performance indicators.	✓	
A wide range of teaching styles and strategies and their use in personalising learning.	✓	
Participation in, and commitment to, extension and extra-curricular activities within the subject areas.	✓	
To be able to teach a second subject with support and CPD training schedule.		✓
Competencies/Abilities		
Promote and safeguard the wellbeing of all young people.	✓	
Improve performance.	✓	
Use assessment data for learning.	✓	
Communicate highly effectively with a wide range of audiences.	✓	
Contribute to improvements of learning and teaching.	✓	
Make most effective use of ICT, including ICT for effective learning and teaching.	✓	
Demonstrate yourself as a role model in terms of hard work, commitment to best practice in learning and teaching, personal presentation and attitude to all members of the school community.	✓	
Achieve high Progress 8 scores with all groups of pupils.	✓	
Support the school ethos of high standards of behaviour for learning.	✓	
Teach English Language and English Literature.	✓	
Teach other related qualifications.		✓
Teach other National Curriculum subjects with support and a CPD training schedule.		✓
Professionally develop other colleagues.		✓
Offer an additional subject.		✓
Personal Qualities		
A growth mind-set and commitment to lifelong learning	✓	
Exemplary attendance and punctuality	✓	
Professional presentation and manner	✓	
Demonstrate impact and presence	✓	
Willingness to take a full part in the life of the school	✓	
A genuine commitment to inclusive comprehensive education.	✓	
Pupil-centred educational principles rooted in a willingness to continuously improve learning and teaching across the school.	✓	
High profile with pupils, parents/carers, staff and other stakeholders.	✓	
An effective team member.	✓	
Ability to motivate, inspire, enthuse and engage learners in the subject areas.	✓	
Be able to initiate ideas, set own targets and meet own and other people's deadlines.	✓	
Strong interpersonal skills with all.	✓	
Well-developed communication and organisational skills.	✓	
Problem solving ability and a solution focused approach to work.	✓	