

## GLF Schools - Job Description

<b>Job Title</b>	Teacher of English	<b>Job Reference</b>	
<b>Location</b>	de Stafford School	<b>Travel Required</b>	No
<b>Core purpose</b>			
<p>The primary responsibility of a subject teacher is to ensure that all students receive an exceptional level of education, and progress to their maximum potential. The objectives are to secure consistently high standards of learning, continual student development and ensure each student has a positive attitude towards not only their personal education, but the school as a whole.</p>			
<b>Key accountabilities</b>			
<ul style="list-style-type: none"> <li>• Teach students in years 7 – 11.</li> <li>• To deliver lessons which enrich and engage all students taught.</li> <li>• Teach other subjects as required.</li> <li>• Plan lessons carefully, having regard to the schemes of work and department practice.</li> <li>• Cover for absent colleagues within the 'rarely cover' parameters within which we work.</li> <li>• Work as a full member of the department, working with others to promote good practice in the faculty, to create teaching resources and to develop consistent approaches.</li> <li>• Assess student work to monitor and evaluate progress, set targets and advise lesson preparation.</li> <li>• To drive attainment and progress for all students taught, setting targets, tracking progress and intervening where appropriate.</li> </ul>			
<b>Planning and classroom management</b>			
<ul style="list-style-type: none"> <li>• Teach allocated students by planning your teaching to achieve progression of learning.</li> <li>• Identifying clear teaching objectives and specifying how they will be taught and assessed.</li> <li>• Setting tasks which challenge students and ensure high levels of interest.</li> <li>• Setting appropriate and demanding expectations.</li> <li>• Setting clear targets, building on prior attainment.</li> <li>• Identifying SEN or very able students.</li> <li>• Provide clear structures for lessons maintaining pace, motivation and challenge.</li> <li>• Make effective use of assessment and ensure coverage of programmes of study.</li> <li>• Ensure effective teaching and best use of available time.</li> <li>• Monitor and intervene to ensure sound learning and behaviour management.</li> <li>• Use effective questioning, listen carefully to students and give attention to errors and misconceptions.</li> <li>• Select appropriate learning resources and develop study skills through library, ICT and other sources.</li> <li>• Ensure students acquire and consolidate knowledge, skills and understanding appropriately.</li> <li>• Evaluate own teaching critically to improve effectiveness.</li> <li>• Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.</li> </ul>			
<b>Monitoring, assessment, reporting and recording</b>			
<ul style="list-style-type: none"> <li>• Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.</li> <li>• To meet and discuss as required, students' performance progress and attainment with</li> </ul>			

parents and or carers.

- Mark and monitor students' work and set targets for progress.
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which each student is achieving.

### Other professional requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- To be aware of national developments in education and curriculum area.
- To abide by the teacher professional standards and carry out duties as required by STPCD.
- Operate at all times within the stated policies and practices of de Stafford and GLF Schools.
- Establish effective working relationships and act as an exemplar role model.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the 'corporate life' of de Stafford through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take responsibility for your own professional development and duties in relation to school policies and practices.
- Liaise effectively with parents, governors and external professionals.
- Take on any additional responsibilities which might from time to time be determined.
- Participating in INSET in order to keep abreast of development.

### Main responsibilities as a SAM

- Being aware of the strengths and needs of each student.
- Undertaking regular reviews to monitor and providing appropriate advice and guidance on individual student's progress in respect to attendance, homework, behaviour management and acceptable standards of conduct and appearance.
- Promoting high standards of student behaviour and attitudes to work.
- Communicating effectively with staff and parents.
- Completing administrative tasks as required.
- Attending SAM meetings.

### Accountable to

- Head of English and Head of Year for SAM duties.
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.

### Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

## GLF Schools - Person Specification

<b>Position: Teacher of English</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Qualified Teacher Status	✓	
Good honour's degree	✓	
Evidence of commitment to continuing professional development	✓	
Evidence of further study		✓
<b>Experience</b>		
Teaching of subject to students at KS3 and KS4	✓	
Developing and maintaining good relationships with colleagues and students	✓	
Involvement in extra-curricular activities	✓	
Commitment to raising the achievement of all students of all abilities	✓	
Experience of preparing students for GCSE	✓	
Using ICT to support learning and teaching	✓	
Supporting improvements in teaching and learning	✓	
Using data to inform planning and future developments	✓	
Monitoring, evaluation and review to support improvements/improved outcomes	✓	
A successful track record of improving performance outcomes	✓	
<b>Personal attributes</b>		
Values aligned with the school's mission statement and GLF Schools core values	✓	
Positive, enthusiastic outlook, embracing risk and innovation	✓	
Self-motivated and well organised	✓	
Encourages ideas, initiative and innovation in others	✓	
Highly motivated showing resilience, stamina and reliability under pressure	✓	
Inspires respects and confidence	✓	
Reflective and keen to develop yourself and others	✓	
Ability to communicate effectively	✓	
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