

Highgate Wood School is a mixed Comprehensive School group 7, situated in the Crouch End playing field area of the London Borough of Haringey.

Age range 11 – 18

## JOB DESCRIPTION

**Name:**

**Title of Post:** English Teacher

**Salary Grade:** Main Pay Scale (MPS)

**Accountable to:** Head of Department, Deputy Head and Headteacher

*This job description may be amended at any time following discussion between the head teacher and member of staff named above.*

<b>A. PLANNING, TEACHING AND CLASS MANAGEMENT:</b>
Class teachers teach allocated pupils by planning their teaching to achieve progression in learning by:
<ul style="list-style-type: none"> <li>• Teaching their subject across the age and ability range.</li> <li>• Identifying clear teaching objectives and specifying how they will be taught and assessed;</li> <li>• Setting tasks which challenge pupils 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 pupils;</li> <li>• Providing clear structures for lessons, maintaining pace, motivation and challenge;</li> <li>• Making effective use of assessment and ensuring coverage of the programmes of study;</li> <li>• Ensuring effective teaching and best use of available time;</li> <li>• Using ICT to advance learning</li> <li>• Monitoring and intervening to ensure sound learning and discipline;</li> <li>• Using a variety of teaching methods to: <ul style="list-style-type: none"> <li>○ match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;</li> <li>○ question effectively, listen carefully to pupils, give attention to errors and misconceptions;</li> <li>○ select appropriate learning resources and develop study skills through library, I.C.T. and other sources;</li> </ul> </li> <li>• Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; and</li> <li>• Evaluating their own teaching critically to improve effectiveness</li> <li>• Participating in appropriate INSET/Professional Development</li> <li>• Contributing to the development of teaching and learning materials eg schemes of work, for their subject area.</li> <li>• Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;</li> <li>• Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;</li> <li>• Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning; and</li> <li>• Managing parents and other adults in the classroom.</li> </ul>

<b>B. MONITORING, ASSESSMENT, RECORDING, REPORTING</b>
Class teachers monitor, assess and report the progress of the pupils allocated to them by:
<ul style="list-style-type: none"> <li>Assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching;</li> </ul>
<ul style="list-style-type: none"> <li>Marking and monitoring pupils' work and setting learning targets for their progress;</li> </ul>
<ul style="list-style-type: none"> <li>Assessing and recording pupils' progress systematically; keeping records to check that work is understood and completed; monitoring strengths and weaknesses to inform planning and recognising the level at which a pupil is achieving; and</li> </ul>
<ul style="list-style-type: none"> <li>Preparing and presenting informative reports to parents.</li> </ul>

<b>OTHER PROFESSIONAL REQUIREMENTS</b>
Class teachers
<ul style="list-style-type: none"> <li>Have a working knowledge of Teachers' standards, teachers' professional duties and legal liabilities e.g. equal opportunities</li> </ul>
<ul style="list-style-type: none"> <li>Operate at all times within the stated policies and practices of the school;</li> </ul>
<ul style="list-style-type: none"> <li>Establish effective working relationships and set a good example through their presentation and personal and professional conduct;</li> </ul>
<ul style="list-style-type: none"> <li>Endeavour to give every child the opportunity to reach their potential, to meet high expectations and reach the five outcomes of The Children Act: <ul style="list-style-type: none"> <li>staying safe</li> <li>being healthy</li> <li>enjoying and achieving</li> <li>making a positive contribution</li> <li>able to attain economic well being</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school;</li> </ul>
<ul style="list-style-type: none"> <li>Take responsibility for their own professional development and duties in relation to school policies and practices;</li> </ul>
<ul style="list-style-type: none"> <li>Act as form tutors and participate actively in house team activities</li> </ul>
<ul style="list-style-type: none"> <li>Liaise effectively with parents and governors; and</li> </ul>
<ul style="list-style-type: none"> <li>Accept any reasonable additional responsibilities which might from time to time be determined.</li> </ul>