



# The Charter School East Dulwich

## **ENGLISH TEACHER (MATERNITY): JOB DESCRIPTION**

**Post title:** Teacher of English (Maternity Cover)

**Salary/Grade:** Teachers Pay Scale (Inner London)

**Responsible for:** Teaching of English

**Reporting to:** English Subject Leader

### **Purpose of the job**

To provide high-quality planning and teaching, enabling effective use of resources and high standards of learning and achievement for all students, within an atmosphere in which students feel challenged, valued and secure.

Under the reasonable direction of the Head Teacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

### **Key Responsibilities**

- Planning, Teaching and related Marking for assigned English classes
- Leading a Form Tutor group
- Provision of a full academic experience and pastoral support for students
- Contribution to the school community including extra-curricular activities, supervisory duties and cover.

### **Specific Responsibilities**

#### **1. To teach the subjects, classes and groups as allocated**

- Teach the specific classes and groups as assigned by the English Subject Lead and Senior Leadership Team.
- Plan and prepare all resources and lessons for assigned classes.
- Follow the course outlines, syllabuses, and schemes of work agreed upon by the English Subject Lead and Faculty Leader
- Mark all work related to allocated classes in a timely manner, providing effective feedback at whole class and individual student level that supports strong student achievement.
- Set homework on a regular basis and ensure student work is marked promptly.

#### **2. To ensure that high-quality teaching, learning and student progress takes place**

- Provide a well-planned, challenging, purposeful, and neat physical classroom environment.
- Assess, monitor, and record student achievement, including completing all allocated data drops, subject and faculty marksheets and attending parents' meetings.
- Take an active part in subject and faculty Data Driven Instruction tasks and meetings
- Prioritise understanding student learning gaps and closing them through a data-driven approach, particularly for Pupil Premium, SEND, and high-achieving students.
- Make effective use of performance data and target-setting, providing relevant information to the Senior Leadership Team.

- Participate in the school's professional development model to reflect upon and improve individual teaching practice, including participation in Instructional Coaching and other allocated CPD
- Assist in identifying special educational needs and support the SEND Team with individual education plans.

### **3. To support and participate in curriculum development**

- Contribute positively to subject and faculty team co-planning sessions and related tasks
- Share in the creation of schemes of work, syllabuses, lesson plans and resources within the English and Communications teams.
- Participate actively in writing programmes of study and developing new teaching materials.
- Support the collective curriculum development work of the English Team and attend relevant team meetings.

### **4. To assist in the maintenance of high standards of student culture, behaviour and belonging**

- Support and carry out policies to promote positive student behaviour in line with the school's Behaviour policy and framework.
- Deliver effective motivation and rewards to students through verbal praise, use of the Merits system, Values week, and other praise initiatives in line with the school Behaviour Policy.
- Create a purposeful school culture and student belonging by building positive professional relationships with students and staff.
- Maintain a tidy and inclusive classroom environment that supports a positive learning environment for all students.
- Follow school expectations on standard routines including, but not limited to, class line-ups, classroom welcome routines, 100% focus, and corridor supervision to support consistent and positive classroom environments.
- Complete regular family communication related to student learning, building opportunities for praise, challenge, and support for students.

### **5. To be a Form Tutor and carry out specified pastoral duties**

- Deliver the Tutor Time curriculum programme, following allocated sessions, preparing for tutor time in advance and engaging effectively with the provided materials.
- Foster an inclusive and positive tutor group culture, supporting students with academic, extra-curricular and pastoral engagement.
- Carry out duties as directed by the Year Leader, including providing pastoral support and managing tutor group behaviour.
- Monitor, record, and contribute to tasks related to student attendance to tutor time and punctuality in line with school policy and direction of the Year Leader
- Support effective assemblies through punctual attendance to line ups, consistently high behaviour expectations and contribution to assembly content and delivery as required.
- Create supportive contact with tutor group student families through effective and regular dialogue.
- Prepare for and attend all assigned Year Team meetings.

### **6. To contribute effectively to the wider English and Communications Team Provision**

- Enthusiastically promote the subject and its benefits to students.
- Contribute positively to the faculty through leading or supporting in extracurricular activities and subject-related events or trips.
- Engage with cross-curricular activities and projects, including whole-school initiatives and subject-linked programmes.
- Actively build positive and professional relationships with other staff.
- Actively display the school values of working hard, care, curiosity, and integrity in the day-to-day work and team environment, including being open to feedback, having a reflective mindset, and supporting others.
- Support team leaders in maintaining a neat, purposeful, and learning-related environment in team offices, corridors, and displays.

## 7. General

- Actively contribute to a safe school environment where all students are safe and staff responsibility for safeguarding is paramount.
- Follow all safeguarding expectations and guidelines as set by the school, Trust, KCSIE (Keeping Children Safe in Education), and Government Guidelines.
- Fully engage with the staff induction programme, completing all allocated tasks and seeking clarification and support as needed.
- Read and actively engage with all school and trust policies, seeking guidance if aspects are not understood and adhering to the expectations.
- Participate in the school's Appraisal and Professional Development policy, including any related support plans.
- Contribute to, through team activities and staff voice, the faculty and year group development plans, linking in to the School Development Plan.
- Take personal responsibility for professional delivery and use line management effectively to seek support.
- Undertake specific duties as agreed with the Subject or Faculty Lead or as reasonably required by the Head Teacher.

<b>Person Specification</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Educated to degree level (Essential)</li> <li>▪ Qualified teacher in secondary school education (Essential)</li> <li>▪ Bachelor's degree in English or a related subject (Essential)</li> <li>▪ Relevant recent professional development</li> </ul>
<p><b>Knowledge, Skills and Experience</b></p> <ul style="list-style-type: none"> <li>▪ Teaching of GCSE level English Courses (Essential)</li> <li>▪ Teaching of A level English Courses</li> <li>▪ Excellent lesson planning and design</li> <li>▪ Effective design of curriculum schemes of work and long-term plans</li> <li>▪ A successful track record in raising student attainment in English</li> <li>▪ Experience of contribution to department strategies and work</li> <li>▪ Running of extra-curricular programs related to English</li> <li>▪ Understanding of GCSE and A level course specifications and examination expectations</li> <li>▪ Experience of strong student behaviour and culture in the classroom and beyond</li> </ul>
<p><b>Professional Behaviours</b></p> <ul style="list-style-type: none"> <li>▪ Genuine passion, and a belief in the potential of every child, whatever their background or personal characteristics</li> <li>▪ A clear understanding that all roles in the school, are focused on student achievement and potential.</li> <li>▪ A good awareness of safeguarding, KCSIE, understanding how and when to take appropriate action.</li> <li>▪ The ability to work in close harmony with other staff</li> <li>▪ Alignment to and evidence of the school values of Working Hard, Care, Curiosity and Integrity</li> <li>▪ Excellent listening skills and a reflective mindset, open to feedback</li> <li>▪ Passion, energy, resilience, and optimism to work in a team through day-to-day challenges</li> <li>▪ A firm and constant belief in the unlimited potential of every student (particularly Pupil Premium students, those from diverse backgrounds and those with SEND) and a genuine commitment to inclusive education</li> <li>▪ Willingness to participate in Continuous Professional Development including the ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to be flexible, to change, improve and develop</li> <li>▪ The ability to manage personal workload, plan ahead and remain organised</li> <li>▪ Confidence, self-motivation and the ability to be decisive</li> <li>▪ High levels of honesty and integrity, with a commitment to Equality, Diversity and Inclusion</li> <li>▪ A professional outlook, detail oriented and able to multitask and meet deadlines</li> <li>▪ Calm and professional under pressure</li> <li>▪ Understanding of the impact of actions on the workload of others</li> <li>▪ Understanding of the importance of confidentiality and discretion</li> </ul>

## Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- All staff participate in the school's performance management scheme.
- The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.
- The Charter Schools Educational Trust is committed to equality and diversity, and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity.
- We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.