



Job Description

JOB TITLE	Teacher of English
JOB FAMILY	Teaching
PHASE	Secondary
SCHOOL	Plymouth High School for Girls
SALARY GRADE	TSAT Teacher Scale
HOURS	Fulltime
REPORTING TO	Head of English
RESPONSIBLE FOR	n/a

Job Purpose

- To inspire, encourage and empower our students to achieve their very best in the Subject of English
- To plan, prepare and teach lessons as required by the department.
- To ensure continuity, progression and cohesiveness in all teaching.
- To set high expectations for all pupils, to deepen their knowledge and understanding and to monitor progress to give clear and constructive feedback in order to maximise their achievement.
- To review methods of teaching and programmes of work and participate in arrangements for further training and professional development
- To contribute to departmental co-curricular activities.

Duties and Responsibilities

Professional Values and Practice:

- To have high expectations of all students; respect their social, cultural, linguistic, religious and ethnic backgrounds; and be committed to raising their educational achievement.
- To understand how students' learning can be affected by their physical, intellectual, linguistic, social, cultural and emotional development.
- To treat students consistently, with respect and consideration and be concerned for their development as learners.
- To demonstrate and promote the positive values, attitudes and behaviour that they expect from their students.



- To communicate sensitively and effectively with parents and carers, recognizing their roles in students' learning, and their rights, responsibilities and interests in this.
- To contribute to, and share responsibly in, the corporate life of the school.
- To value the contribution that support staff and other professionals make to teaching and learning.
- To improve their teaching by evaluating it, learning from the effective practice of others and take responsibility for their own professional development.
- To work within the statutory frameworks relating to teachers' responsibilities.

Knowledge and Understanding of the Subject(s) The Teacher is Trained to Teach:

- To have a secure knowledge and understanding of the subject(s) they are trained to teach.
- To know and understand the relevant national curriculum programme(s) of study for key stages 3 and 4
- To understand the cross-curricular expectations of the national curriculum.
- To teach their specialist subject(s) as specified for national qualifications.
- To provide guidance and advice to students on educational and social matters and on their future education and future careers, including information about sources of more expert advice.
- To use ICT effectively, both to teach their subject and to support their wider professional role.

Teaching:

- To have high expectations of students and build successful relationships.
- To establish a purposeful learning environment.
- To set challenging teaching and learning objectives which are relevant to all students in their classes.
- To differentiate teaching to meet the needs of students, including the more able and those with special educational needs.
- To plan and teach clearly structured lessons or sequences of work which interest and motivate students, making learning objectives clear to students; employing interactive teaching methods and collaborative group work; promote active and independent learning enabling students to think for themselves.
- To select and prepare resources, and plan for their safe and effective organization.
- Where applicable to plan opportunities for students to learn in out-of-school contexts e.g. visits, field work, museums.
- To set high expectations for students' behaviour and establish a clear framework for classroom discipline to anticipate and manage students' behaviour constructively, and promote self-control and independence.
- To provide homework and other out-of-class work which consolidates and extends work carried out in the class and encourages students to learn independently.



- To use appropriate range of monitoring and assessment strategies to evaluate students' progress towards planned learning objectives.
- To monitor and assess as they teach, giving immediate and constructive feedback to support students as they learn.
- To assess students' progress accurately using, as relevant, national curriculum level descriptions, criteria from national qualifications, requirements of the awarding bodies, national curriculum and foundation stage assessment frameworks or objectives from the national strategies.
- To record students' progress and achievements systematically.
- To report on students' attainment and progress orally and in writing, concisely, informatively and accurately for parents, carers, other professionals and students.
- To manage the work of teaching assistants or other adults to enhance students' learning.
- To take part in, and contribute to, teaching teams, as appropriate to the school working collaboratively with specialist teachers and other colleagues.
- To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- To take on the duties and responsibilities of an Academic Tutor as outlined in the Staff Handbook.
- To participate as required, in meetings at the school which relate to the curriculum, organisation or pastoral arrangements of the school.
- The post holder must at all times carry out his or her responsibilities with due regard to the Authority's Equal Opportunities Policy.
- Work at all times within the code of requirements of the Health and Safety at Work Act.
- The post holder must also undertake other duties which may reasonably be given to him / her by the Headteacher from time to time.

Other Areas of Responsibility at Plymouth High School for Girls

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 students follow this example

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".



- You will be based at Plymouth High School for Girls. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest



priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of Teacher of English

Name:

Signed:

Date:



Person Specification

	Essential	Desirable
Qualifications	• strong academic background with a good honour's degree in English Literature • Teaching qualification	• additional qualifications at higher level
Experience	• excellent classroom practitioner • engagement in recent professional development	
Knowledge, understanding and skills	• excellent subject knowledge • ability to motivate, enthuse, and prepare inspiring lessons • commitment to high expectations of academic achievement and outcomes • thorough knowledge of course requirements for all Key Stages • capacity for industry and initiative in both independent and collaborative work • an understanding of the role of assessment, quality feedback, and student tracking systems in raising standards • evidence of excellent behaviour management	• knowledge of IT and use of Microsoft platforms including Teams • proven track record of working with able students, achieving positive outcomes
General Attributes	• strong academic background with a good honour's degree in English Literature • teaching qualification	• additional qualifications at a higher level