



# The Charter School East Dulwich

## **ENGLISH TEACHER JOB DESCRIPTION**

**Post title:** Teacher of English

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

**Responsible for:** Teaching of English

**Reporting to:** English Subject Leader

### **Purpose of the job**

To provide high-quality teaching and enable effective use of resources and high standards of learning and achievement for 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).

### **Responsible for**

- Planning and Teaching English classes
- Leading a Form Tutor group
- The provision of a full learning experience and support for students

### **Liaising with**

English Subject Leader, Communications Faculty Lead, Senior Leadership Team, teachers and support staff

### **Key functions**

- To teach the subjects, classes and groups as allocated by the Subject Lead of English and the Senior Leadership Team
- To ensure that high-quality teaching and learning takes place in all allocated classes

- To support and participate in the curriculum development work of the Communications Curriculum Area, including the writing of schemes of work and programmes of study
- To assist the Subject Lead of English in the maintenance of high standards of work and behaviour within the subject
- To be a Form Tutor and to carry out the specified duties as directed by the Year Leader including pastoral support, attendance and behaviour.
- To assist the Subject Lead of English in developing and implementing a full programme of extracurricular English
- To support the Headteacher and Senior Leadership Team in the effective operation of the School

***The main responsibilities of the post are to:***

- Plan and prepare all resources for assigned classes and groups
- Teach the classes allocated, and provide a well-planned, challenging and purposeful learning environment for students.
- Support and carry out policies and practices to promote positive student behaviour and achievement in English within the framework of the Behaviour Policy
- Set homework on a regular basis and mark student work promptly
- Contribute positively to the subject and faculty team development through extracurricular activities and enthusiastic promotion of the subject and its benefits for students
- Assess, monitor, record and report on student achievement in line with School and Curriculum Area policy, including creating student reports and attending parent's meetings
- Assist in the identification of student special educational needs, and support the work of the Learning Support Team, including participation in the writing and review of individual education plans
- Maintain a neat, orderly and positive physical classroom environment
- Prioritise the understanding of all student needs, learning gaps and closing these through a data driven approach, particularly to support student premium students, SEND and stretching high achieving students.
- Share in the development of course outlines, syllabuses and schemes of work in English including creation of resources and lessons within the team
- Follow the course outlines, syllabuses and schemes of work agreed by the Communications Curriculum Area
- Make effective use of student performance data, and student and staff target-setting; and provide relevant information to the Senior Leadership Team
- Take part in the school's instructional coaching and quality assurance model to support collective teaching development and continually reflect upon and improve individual teaching practice.

- Monitor and record student attendance and punctuality in line with School policy, and support the Subject Leader and Leadership team in the maintenance of high levels of student attendance
- Take an active part in school CPD opportunities and sessions, implementing learning into practice.
- Prepare for and attend English Team and Year Team meetings and support the work of the English Team and the Year Team

***All teachers have a duty to:***

- Follow all safeguarding expectations and guidelines as set out by the school and LA
- Participate in and support the Continuous Development Policy (Appraisal)
- Undertake all expected supervisory and emergency procedures duties as directed by the Senior Leadership Team
- Be familiar with and follow all school and trust policies and processes.
- Support the school's review and refine approach through positive and active participation in the faculty and school development plans, reviews and collective improvement.
- Undertake specific duties within the English Team as agreed with Subject Lead of English
- Create a purposeful and positive school culture through building positive professional relationships with students and staff
- Create a supportive home-school dialogue through effective and regular contact with student families as required through the job role
- Take personal responsibility for both the overall professional delivery of the role of a teacher and use line management to effectively seek support in aspects of the post as needed
- Undertake such other duties as reasonably required by the Head Teacher

## Person Specification

### Qualifications

- Educated to degree level (Essential)
- Qualified teacher in secondary school education (Essential)
- Bachelor's degree in English or a related subject
- Relevant recent professional development

### Knowledge, Skills and Experience

- Teaching of GCSE and A level English Courses (Essential)
- Excellent lesson planning and design (Essential)
- Effective design of curriculum schemes of work and long-term plans
- A successful track record in raising student attainment in History or Politics
- Experience of contribution to department strategies
- Running of extra-curricular programs related to English
- Understanding of GCSE and A level course specifications and examination expectations
- Experience of strong student behaviour and culture in the classroom and beyond

## Professional Behaviours

- Genuine passion, and a belief in the potential of every child, whatever their background or personal characteristics
- A clear understanding that all roles in the school, are focused on student achievement and potential.
- A good awareness of keeping children safe, understanding how and when to take appropriate action.
- The ability to work in close harmony with other staff
- Excellent listening skills
- Passion, energy, resilience, and optimism to lead the team through day-to-day challenges while maintaining a clear strategic vision and direction
- A firm and constant belief in the unlimited potential of every student (particularly DA students, those from diverse backgrounds and those with SEND) and a genuine commitment to inclusive educational provision
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to be flexible, to change, improve and develop
- The ability to manage personal workload
- Confidence, self-motivation and the ability to be decisive
- High levels of honesty and integrity, with a commitment to Equality, Diversity and Inclusion
- A professional outlook, detail oriented and able to multitask and meet deadlines
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement
- Willingness to participate in Continuous Professional Development

## Other

- The right to work in the UK

**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.*