



Job Description: Teacher of English

Salary/Grade: MPS/UPS (Outer London)

Reporting to: Head of Department

Purpose of the job

To teach English to a range of students whatever their starting points in order that they all make the progress of which they are capable.

Responsible for

- Committing to the progress of all students, whatever their starting points.
- Planning and delivering dynamic and engaging learning that takes account of students' prior learning experiences and provide meaningful feedback that supports students' next steps.
- Ensuring that regular termly systematic student attainment checks are carried out, followed up and reported in line with the published schedule.
- Ensuring that there is curriculum coverage, continuity and progression for all students.

Job Specification

- To value and contribute to the school's culture of achievement and to its commitment to raising standards of performance.
- To champion all whole-school policies so that pupils' learning, health and safety are consistently supported.
- To take into account and meet the needs of students on the SEN register.
- To ensure the effective development of students' literacy, numeracy and ICT skills.
- To oversee the arrangements for homework and independent learning.
- To oversee the preparation of students for all assessments and examinations in the subject/s and reporting to parents.
- To monitor student's attendance at and behavior in lessons, liaise with the Heads of Year and Faculty in this respect, and to use the school's referral system.
- To encourage the display and celebration of student's work in the school.
- To liaise with parents and students providing guidance for 16+ and FE/HE courses.
- To attend and participate in all scheduled meetings in accordance with the school's published calendar.
- To share in supervisory duties in accordance with the school's published rotas.

- To be a form tutor – support tutees’ academic and personal development.
- To uphold school basic standards in the role of tutor/adult in the organization e.g. uniform, lateness etc.
- To be conversant with all published school information.
- To keep lesson registers and to record details of classwork and homework set for students.
- To participate in public and internal examination arrangements together with any other review or assessment programs and to report on these in accordance with published schedules.
- To keep up to date with local and national developments within the subject and with wider professional policy changes.
- To contribute to the formulation and implementation of departmental and faculty policies.
- To be responsible for your teaching room environment to ensure it supports learning and complies with health and safety.
- To be responsible for the best use, supervision and security of any resources allocated to you.
- To share in the responsibilities of your faculty and of your own specific subject/s.
- To comply with the school’s Health and Safety Policy.
- Promote the inclusion and acceptance of all pupils within the classroom by being aware of, supporting and celebrating the differences within the student cohorts to ensure all pupils have equal access to opportunities to learn and develop skills for later life
- Provide objective and accurate feedback and reports, as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence whilst developing and implementing appropriate student targets together with named staff or outside professionals
- Establish productive working relationships with students, acting as a role model and setting high expectations at all times of self and others
- Work within the school’s Discipline Policy to anticipate and manage behaviour constructively, promoting self-control and independence amongst students, celebrating where appropriate
- Undertake training, other learning activities and attend relevant meetings required to ensure own continuing professional development including delivering out of school learning activities as agreed within guidelines established by the school

Person specification – Teacher of English

Qualifications & Education	E/D
A good degree	E
Ability to teach at both GCSE and A-Level	E
QTS	E
Experience, Knowledge and Skills	E/D
A knowledge of current issues and educational developments, specifically in relation to the teaching of English	E
The ability to provide outstanding classroom teaching throughout the age and ability range	E
Strong interpersonal skills and ability to build and form good relationships with students, colleagues and parents/ carers	E
Knowledge of Equal Opportunities and approaches to inclusion	E
The ability to use ICT effectively in all aspects of work	E
Ability to work as a team	E
Good communication and interpersonal skills	E
Personal Qualities	E/D
Commitment to empowering young people as 21 st century leaders	E
Good classroom practitioner using effective behaviour management and a range of learning strategies	E
Able to follow direction and work in collaboration with line manager and colleagues	E
A desire to take on extra responsibilities and to innovate	E
A desire to contribute to our varied enrichment program	E
A commitment to inclusion and equality	E
The ability to work hard, remain positive and effective under pressure and see projects through to completion	E
Ambition to hold positions of responsibility	E
Have good time management and personal organisational skills	E

KEY

E/D essential or desirable