

## **Sir John Leman High School - Job Description**

Name:  
Date of Issue: 21.01.2022  
Salary Scale: Main Scale  
Reporting Relationship: Head of Department  
Review September 2022

### **Teacher of English**

#### **Main Purpose**

To be responsible for achieving the best possible standards, in work and conduct for all students in the class and to promote and safeguard the welfare of all students within the school.

#### **Duties and responsibilities**

All Teachers are required to carry out the duties of a school teacher as set out in the current 'School Teachers' Pay and Conditions Document' and all Teachers job descriptions are linked to the DfE Teachers' Standards 2012. Teachers' work performance will be assessed against the Teachers' Standards as part of the appraisal process.

It is expected that post holders:

1. Set high expectations which inspire motivate and challenge students:
  - Teach students across the age and ability range.
  - Establish clear targets for achievement and evaluate progress through the use of appropriate assessments and records and regular termly analysis of this data.
  - Prepare, develop and deliver teaching programmes using materials and techniques which will engage and stimulate pupils of all abilities in line with the standards and protocols established by the school.
  - Give students regular feedback, both orally and through accurate marking and encourage students to respond to the feedback, reflect on progress and take a responsible and conscientious attitude to their own work and study.
2. Promote good progress and outcomes:
  1. As Form Tutor:
    - Monitor the personal and social development, health and welfare of each student in the tutor group.
    - Be aware of the range of the IAG offer within and through the school and Signpost students appropriately.
    - Acquire a thorough knowledge of all students in the tutor group through contact with students, parents and staff colleagues as appropriate.
    - Be aware of the relevant curriculum for all students in the tutor group and monitor the academic progress of students through their reports, studies, grades and contact with subject teachers.

- Plan for and ensure full participation in the Tutor Time schedule of activities
  - Encourage the involvement of students in the school's extra-curricular activities and monitor their contribution, taking action as appropriate.
2. Be aware of students' capabilities and prior knowledge. Plan teaching to build on these, demonstrating knowledge and understanding of how students learn.
  3. Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions and to underpin good quality teaching and learning.
3. Demonstrate good subject and curriculum knowledge: -
    1. Maintain a secure up to date knowledge of relevant subject areas through participation in training and development opportunities identified by the school or as an outcome of the appraisal process.
    2. Deliver the curriculum as relevant to the age and ability group / subject.
    3. Set appropriate Extended Learning Tasks / Homework.
    4. Support the development the students' reading, writing, maths and communication skills through the curriculum offer.
    5. Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever the specialist subject being taught).
  4. Plan and teach well-structured lessons: -
    1. Contribute to the development of schemes of work.
    2. Engage in short, medium and long term planning of lessons and sequences of lessons.
    3. Demonstrate a clear understanding of appropriate teaching strategies relevant to the age / range of abilities within the group.
    4. Plan and undertake enrichment/intervention activities where possible to consolidate and extend the knowledge and understanding students have acquired.
  5. Adapt teaching to respond to the strengths and needs of all students: -
    1. Monitor the progress of groups to close the gap between them.
    2. Teach appropriately differentiated lessons which will:
      - Enable students of lower ability to engage with the subject and learn effectively
      - Challenge and stretch students of higher ability.
  6. Make accurate and productive use of assessment

1. Use Assessment for Learning and Assessment of Learning opportunities to maximise student progress.
2. Use relevant data to monitor progress, set targets, set Extended Learning / Homework and plan subsequent lessons.
7. Manage behaviour effectively to ensure a good and safe learning environment: -
  1. Implement whole school strategies to support behaviour for learning.
  2. Carry out morning and after school duties as directed.
  3. Establish a framework for discipline with a range of strategies using praise, sanctions and rewards consistently and fairly.
  4. Maintain good relationships with students, exercise appropriate authority and act decisively as necessary.
  5. Be a positive role model and consistently demonstrate the positive attitudes, values and behaviour which are expected of students.
  6. Promote and safeguard the welfare of all students within the school, raising any concerns in accordance with the school's protocols and procedures.
8. Fulfil wider professional responsibilities: -
  1. Support the school's Initial Teacher Training activity
  2. Take opportunities to develop professionally and share good practice to develop consistently high standards of teaching and learning
  3. Facilitate the work of support staff to enhance student progress
  4. Work collaboratively with parents and carers to support student progress
  5. Support students to develop wider key skills
  6. Uphold all school policies
  7. Attend and actively participate in meetings
  8. Make a positive contribution to the wider life and ethos of the school.

## REVIEW

The job description and salary scale may be subject to review at the end of the academic year. In addition, it may be amended at any time after consultation with the postholder.

Signed: .....

Headteacher

Acknowledged: .....

Postholder

Date: .....