A blue square with white text

Description automatically generated

Job Description

Teacher of English

School: Thornden

**Salary:** MPR / UPR (depending on experience)

**Hours:** Full-Time (32.44hrs per week)

**Contract:** Permanent

**Responsible to:** Head of English

**Start date:** January 2024

Job Purpose

* To teach English to an outstanding standard to all Key Stage 3 and 4 year groups.
* To assist in raising and maintaining standards of student attainment and achievement in the English department.
* To promote learning and to monitor, support and be accountable for student progress.
* To ensure consistently high levels of professionalism are maintained.
* To promote the school’s belief in creating a safe environment for students through robust safeguarding practices and maintaining an environment where students feel confident to approach any member of staff with a concern.

Primary Roles

Professional Standards -

* To maintain the Teachers’ Standards at all times.
* To support the aims and ethos of the school as defined through school policies.
* To set a professional example in terms of punctuality and attendance.
* To consistently and fairly apply the school’s reward and sanctions procedures.
* To continue your own personal development in accordance with the school’s performance management cycle.
* To contribute, where appropriate, to the professional development of other staff.

Teaching Responsibilities –

* To teach English to an outstanding standard to students of all abilities in Key Stage 3 and 4.
* To ensure that all lessons are planned with clear aims and objectives.
* To ensure that all lessons are delivered in line with department schemes of work and school policies.
* To differentiate work according to the different abilities of students.
* To encourage students to be actively engaged in their own learning and to review their progress against set targets.
* To ensure a positive classroom atmosphere.
* To encourage and foster intellectual curiosity.
* To deal with inappropriate behaviour quickly and effectively in accordance with the school behaviour policy.
* To set appropriate tasks for homework, and to ensure that the work is regularly marked with constructive feedback.
* To keep careful records of student progress in line with departmental and school policies.
* To attend departmental and staff meetings.
* To work closely with Learning Support Assistants and other colleagues to personalise learning wherever reasonably possible to meet the needs of specific students.
* To advise and work with the Head of English and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, and methods of teaching and assessment.
* To participate in English Department events such as trips.

Pastoral Responsibilities –

* To act as a tutor and to monitor and support the overall progress and development of students in your tutor group.
* To foster the progress and wellbeing of students in general.
* To take an interest in the personal and social needs of students, and to communicate as is appropriate with the relevant Form Tutor or Head of Year.

Communication and Management Information -

* To ensure effective communication and consultation with parents and carers of students.
* To ensure the maintenance of accurate and up-to-date information on the school’s management information system.

School Ethos -

* To play a full role in school life, to support the ethos of the school and of the HISP Multi Academy Trust, and to encourage all students to follow this example.

Other

* To undertake supervisory duties as is required.
* To attend assemblies.
* To undertake all training as required.
* To work co-operatively with others towards shared goals.
* To be aware of and to comply with policies and procedures including those relating to child protection and safeguarding, health and safety, and security and confidentiality.
* To promote and ensure the health and safety of students, staff, and visitors at all times.