

Job Description: Teacher of English



Post Details

School/setting: Twynham School / The Grange School
Post type: Teaching Staff
Grade/Pay Level: Teachers Main/Upper Pay Scale
Responsible to: Head of English

Main Purpose

To inspire excellence throughout the school.

To be responsible for the highly effective implementation of the subject-specific TL Secondary Curriculum ensuring that this is differentiated to meet the needs of the students in the classroom.

To monitor and support the overall progress and development of students within the allocated classes ensuring excellent progress is made within a climate that is calm and purposeful.

To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Main Duties and Responsibilities

Operational/ Strategic Planning

- To assist in the development of resources, schemes of work, marking policies and teaching strategies in an identified curriculum area.
- To contribute to the school development plan and its implementation.
- To plan and prepare lessons.
- To contribute to the whole school's planning activities.

Curriculum Provision:

- To assist leaders in ensuring that the curriculum area provides a range of teaching which complements the school's strategic objectives.

Curriculum Development:

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students and the school's mission and strategic objectives.

Staff Development: Recruitment/ Deployment of Staff

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue professional development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the appraisal review process.
- To ensure the effective/efficient deployment of classroom support

- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- **Quality Assurance:**
- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison:

- To take part in marketing and liaison activities such as open evenings, parent's evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the senior leaders to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students.

Pastoral System:

- To act as a tutor for a tutor group as required.
- To promote the general progress and well-being of individual students.
- To ensure the implementation of the school's pastoral system.
- To register students, accompany them to assemblies and support their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To implement the pastoral curriculum during tutor time as directed by the HoY.

- To contribute to the student annual report by writing a tutor comment as expected within the reporting framework.
- To apply the behaviour management systems so that effective learning can take place.

Teaching:

- To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the curriculum.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and home learning.
- To undertake assessment of students as requested by the school.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Safeguarding Duties and Responsibilities

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

Twynham Learning Attributes for all Staff

Ambition for excellence
Professionalism
Humility
Championing change

Inclusiveness
Positivity
Community-mindedness
Being collaborative

Knowledge, Skills and Attributes

Knowledge and Skills - Essential:

- An honours degree (or equivalent) in English or a related discipline
- Qualified Teacher Status (QTS)
- Experience of improving outcomes for students in English as a classroom teacher
- Successful experience of teaching English across Key Stage 3-4 in a state 11-16 or 11-18 school
- An understanding of effective pedagogy
- Excellent classroom management skills
- Experience of leading school trips
- Experience of delivering extra-curricular activities

Knowledge and Skills - Desirable:

- First class or Upper second-class degree in English or a related discipline
- A background of working in a department with "above average" progress data
- Ability to teach an additional subject(s) to Key Stage 3 or further
- Successful teaching experience of A-level in an English related discipline
- Ability to travel independently between locations during the working day, if required

Personal Attributes

- High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people.
- Highly emotionally resilient
- A reflective practitioner with a history of expertise in classroom pedagogy and the ability to improve outcomes for students
- An ability to inspire and relate well to the whole community.
- An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals.
- An aspirational colleague who is ambitious for future whole-school leadership
- A team player who is comfortable in both providing and responding to professional challenge.
- A commitment to and evidence of professional development of both yourself and others
- A commitment to engaging with evidence and research to inform practice
- Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach.
- A sense of humour

Other Duties

School-specific

- To support other senior leaders in the recruitment process, organising interview lesson observations and providing accurate feedback to selection panels where appropriate.
- To support the TL Performance Management and appraisal processes, ensuring that high standards of performance are both set and met in line with Trust policy.

Trust- wide collaboration

- To support the work of Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed in consultation with the post-holder.
- Contribute to the TL Trust Excellence strategy for a world class curriculum provision.
- To support the work of Two Rivers Institute which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the post-holder.
- To promote actively the Trust’s corporate policies
- To play a full part in the life of the Trust community, to support its vision, mission and values.
- To comply with the school’s health and safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by STPCD not mentioned in the above

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

Notes

This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Key to Acronyms Used/Glossary of Terms Used in this Job Description

TL = Twynham Learning D&T = Design and Technology EHT = Executive Headteacher DHT = Deputy Headteacher AHT = Assistant Headteacher STPCD = School Teachers Pay and Conditions Document	MAT = Mutli-academy trust TRI = Two Rivers Institute HoD = Head of Department TGS = The Grange School HoY = Head of Year CPD = Continuing Professional Development
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