



1. Purpose

Carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

2. Organisational Structure

Reporting to	Director of English
Liaising with	Headteacher, Deputies, Senior Leadership team, Subject Leadership, Head of Year, Student Services, and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents

3. Key Accountabilities

Teacher of English	Person Specification
Teaching and Learning	
To undertake an appropriate programme of teaching in accordance with the duties of a main scale as set in the Schools Pay and Conditions document, other current educational employment and legislation and the school's Articles of Government.	
To assist the Director of English to monitor student attendance together with student's progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.	
To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.	
To contribute to PSHE, citizenship and enterprise according to school policy.	
Play a full part in the life of the school community, support its distinctive mission, vision and ethos, and encourage and ensure students follow this example.	
Act as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.	
Have a key role in promoting an atmosphere conducive to effective teaching and learning ensuring that students are exposed to the highest quality teaching.	
To support the Director of English in the preparation and delivery of schemes of work for all year groups in order to promote continuity, breadth, balance and progression in students' learning, ensuring that each student has the opportunity to maximise his/her potential.	
Take responsibility for student behaviour and ensure that relationships between staff and students are harmonious leading to highly productive and well-motivated classes.	
Ensure that differentiated teaching materials are available, and in the case of students who are identified with special educational needs (SEN), that individual education plans (IEP) for students are in use.	

Curriculum
Plan and prepare lessons in line with subject schemes of work, using appropriate teaching methods and resources.
Mark and monitor students' class and homework providing constructive oral and written feedback, and setting targets for students' progress and putting in interventions as necessary.
Contribute to the development of schemes of learning and Subject/Faculty/PSHE policies.
Undertake rigorous form tutoring/PSHE lessons making planned and effective use of all teaching and tutoring time.
Students
Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline.
Undertake student supervisory duties and cover for absent colleagues in line with school procedures.
Operate school and subject rewards policy.
Assess and record each student's progress, including through observation, questioning, testing and marking.
Make every reasonable effort to ensure delivery of the school's Home School Agreement
Monitoring
Understand and make effective use of national, local and school data to set clear targets for students' achievement and to monitor progress.
Meet tracking and reporting deadlines.
Contribute to subject monitoring of the assessment of students.
Keep Director of English and Form Tutors informed about student progress and behaviour and action taken.
Communication
Contribute to meetings and discussions about teaching methods, schemes of learning, student progress and Subject policies.
Keep parents and Line Managers informed about student progress/concerns and action taken.
Attend relevant parents' evenings.
Maintain familiarity with statutory assessment and reporting requirements and know how to prepare and present informative reports to parents.

Performance Management
Review own professional development and identify training needs.
Take part in rigorous and effective performance management arrangements.
Budgets/Resources
Monitor appropriate expenditure.
Identify resource needs.
Operate stock control system.
Keep subject and form rooms tidy and have effective displays.
Follow agreed safety procedures for the Subject.
Other
To make a substantial and sustained contribution to the school.
To continue to meet standards and to grow professionally by developing subject expertise.
To provide a role model for professional practice and to make a distinctive contribution

4. Key Challenges and Targets

To support the Subject Lead to develop the subject ensuring that the majority of students obtain their target in the subject(s) at the target grade.

5. Knowledge and Experience

Qualifications	Essential or Desirable
Good academic qualifications relevant to the post	E
Professional Competence and Leadership	
Have a high regard for young people and the learning process	E
Have the ability to articulate and maintain vision for high quality education	E
Be efficient, highly organised and be able to deal with effectively with a heavy workload	E
An ability to get the best out of students and to work well with colleagues	E
Have a working knowledge of ICT applications including use of Microsoft Office and be willing to use a range of modern technologies to enhance classroom practice in the Faculty	E

Experience	
An excellent record of enthusiastic and successful teaching, or teaching practice.	E
Appreciation of the potential of Arts, Sports and Health in enhancing the education of young people	D
Interpersonal Skills	
Have the ability to communicate effectively verbally and in writing	E
Have the ability to establish good working relationships with staff, parents and the wider community.	E
Personal Qualities and Commitment	
Have personal impact and present	E
Show on-going commitment to own personal development and training	E
Have energy, dynamism and a sense of humour	E
A record of participation in the extra-curricular life of school, as a teacher or student teacher.	D

6. Terms and Conditions

Working Time	195 days per year full time
Disclosure level	The school is committed to safeguarding and promoting the welfare of children and young people and the post is subject to a satisfactory Criminal Records Bureau (CRB) Enhanced Disclosure.
Professional Development	In line with the needs of the individual, the faculty and the school policies.