

## **Job Description**

<b>Title/Post:</b>	Teacher of English
<b>Scale/Grade:</b>	Main and Upper Pay Range
<b>Accountable to:</b>	Head of Faculty

### **Job Purpose:**

- To contribute to the teaching and learning of English within the School in accordance with the aims of the School and in pursuit of high standards of student achievement.
- To assist in the managing and developing of a given tutor group.
- To contribute to an appropriate environment for student learning.
- To ensure high levels of engagement with staff, students, parents and the wider learning communities.

### **Main duties and responsibilities:**

- The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.
- Teaching and learning - *The provision of high-quality teaching and learning across a range of programmes and the delivery of associated assessment, administration and support for learning. Teaching contact time to be confirmed.*

### **Overview/Objectives**

- To ensure effective student learning in all classes taught.
- To assist in the continuing raising of standards of student achievement across all key stages.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To interact on a professional level with colleagues in order to promote a mutual understanding of the School curriculum with the aim of improving teaching and learning across the School.

### **Principal Responsibility Areas:**

- Maintain an effective learning environment in all classes taught.
- Contribute to the raising of standards of student achievement at GCSE and A-Level.
- Develop professional skills to enhance performance.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Faculty.
- To contribute to the achievement of the School's development plan and its implementation.
- To plan and prepare lessons, across the age and ability range.
- To contribute to the whole School's planning activities.

### **Tutor:**

- To assist the Year Co-coordinators in monitoring and developing the personal and social development of all students in a given tutor group.
- Monitor and develop the personal and social development of all students in a given tutor group.

**Meetings:**

- To attend and contribute to team meetings as appropriate.
- To attend external meetings as appropriate.

**Other:**

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To continue with one's own personal and professional learning in relevant areas and in education relating to the efficient and effective execution of responsibilities.
- To engage actively in the Performance Review and Management process.
- Staff are expected to be courteous to students, colleagues and provide a welcoming environment to visitors and telephone callers.
- To undertake any reasonable task at the request of the Principal.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for anyone who develops a disabling condition.

This School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to ensure that every child really matters.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification	Essential	Desirable
Qualifications		
Educated to Degree level or equivalent	X	
Qualified Teacher Status	X	
Experience		
Experience of successful and innovative teaching in Key Stage 3,4 and 5	X	
Have excellent ICT skills	X	
Evidence of commitment to extended learning for students beyond the classroom	X	
Experience of implementing systems and processes to monitor and evaluate learning and teaching	X	
Active involvement in the promotion of equal opportunities	X	
Experience of mixed ability teaching at GCSE and A Level in English		X
Knowledge of the Ofsted Framework		X
Potential to be an outstanding classroom practitioner		X
Experience of working with parents and external agencies		X
Experience of safeguarding	X	
Skills		
A passion for the subject(s), knowledge and skills to inspire students	X	
Demonstrate excellent interpersonal and communication skills	X	
Ability to inspire, challenge, empower and motivate others	X	
High expectations of self and others	X	
Excellent organisation skills	X	
Ability to creatively problem solve	X	
Ability to analyse data effectively to assess performance	X	
Ability to work hard under pressure while maintaining a positive, professional attitude	X	
Ability to organise and prioritise workload and work on own initiative	X	
Leadership of sustained whole school teamwork	X	
Commitment to engage with parents in order to encourage their close involvement in the education of their children	X	
Commitment to personal career development	X	