



# Clacton County High School

Walton Road, Clacton-on-Sea, Essex. CO15 6DZ  
Tel: 01255 424266 e-mail: admin@cchs.school

Higher Expectations, Raising Aspirations, Transforming Lives

## **JOB DESCRIPTION 2022**

<b>TITLE OF POST:</b>	<b>Subject Teacher; English (Maternity Leave Cover – full time)</b>
<b>RESPONSIBLE TO:</b>	<b>Executive Headteacher/Head of School</b>
<b>LINE MANAGER:</b>	<b>Director of Learning; English</b>
<b>SALARY GRADE:</b>	<b>Main/Upper Scale</b>

### **JOB PURPOSE:**

- To be an effective professional who demonstrates thorough curriculum knowledge, that he/she can teach and assess effectively, take responsibility for professional development and raise student achievement.

### **CORE REQUIREMENTS**

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students and colleagues.
- Build team commitment with colleagues and in the classroom engage and motivate students.
- Demonstrate analytical thinking to improve the quality of students' learning.
- Contribute to school improvement planning and promote the learning priorities of the SIP.
- Use Assessment for Learning strategies to provide feedback to learners and engage them in their learning.
- Contribute to the development and implementation of school policies.
- Use the performance management process to advance student learning and enhance professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.

### **KEY RESPONSIBILITIES**

#### **Planning, Teaching and Class Management**

Teach allocated students up to and including GCSE (opportunities for KS5 for the right candidate), by planning their teaching to achieve progression of learning through:

- Understanding and applying effective classroom management.
- Understanding and applying a range of teaching strategies.
- Positively targeting and supporting individual learning needs.
- Maintaining high levels of behaviour and discipline.
- Effectively using homework and other extra-curricular learning opportunities.

- Demonstrating appropriate consistent progress for the majority of learners across all teaching areas, across all spectrums of background, ability and behaviour that compares favourably with students in similar settings.
- Effectively managing other adults in the classroom.

#### **Monitoring, Assessment, Recording, Reporting**

- Use assessment data to evaluate learner's progress and set appropriate targets for improvement.
- Use assessment to inform planning and teaching and ensure students are working towards achieving their targets.
- Report on progress to all stakeholders.

#### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Maintain an up to date knowledge of good practice in teaching techniques.
- Know subject(s) or specialism(s) to enable effective teaching; take account of wider curriculum developments.
- Undertake professional development to enhance teaching and students' learning.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:	Post holder	Date:
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Signed:	Line manager	Date:
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Signed:	Executive Headteacher/Head of School	Date:
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## **PERSON SPECIFICATION**

### **Subject Teacher**

	Essential	Desirable	Evidenced in
<b>Education and Qualifications</b>			
Qualified Teacher Status	✓		Application Interview Certificates
Evidence of continuous professional development		✓	Application
<b>Experience</b>			
Proven ability as an excellent Classroom Teacher	✓		Application Interview References
<b>Knowledge and Skills</b>			
Professional knowledge of what constitutes high quality and standards in teaching and learning	✓		Application Interview References
Professional understanding of inclusion and strategies for engaging all learners	✓		Application Interview References
Professional understanding of safeguarding within a school setting	✓		Application Interview
Ability to write reports, keep accurate records and communicate effectively	✓		Application Interview References
<b>Knowledge and Skills</b>			
Effective organisational skills	✓		Application Interview References
Ability to work well with a range of audiences, including parents/carers and other professionals	✓		Application Interview References
Ability to use a positive approach to promote learning and excellent behaviour	✓		Application Interview
Confident and competent in the use of ICT	✓		Application Interview References
Understanding of curriculum and assessment of student progress	✓		Application Interview References
Understanding of cross-curricular teaching	✓		Application Interview References

Understand procedures and legislation relating to confidentiality	✓		Application Interview
<b>Personal Attributes</b>			
Resilience, the ability to work under pressure and be able to meet deadlines	✓		Application Interview References
Proven ability to prioritise workloads	✓		Application Interview References
Ability to work effectively and supportively within a team	✓		Application Interview References
Excellent communication and organisational skills (including written and oral skills)	✓		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people	✓		Application Interview References
Ability to work creatively and collaboratively	✓		Application Interview References
Demonstrably professional, honest and loyal	✓		Application Interview References
Ability to make and justify difficult decisions	✓		Application Interview
Commitment to students and their learning, wellbeing and safety	✓		Application Interview
Committed to equality	✓		Application Interview
Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults	✓		Application Interview References
Able to build and maintain successful and purposeful relationships	✓		Application Interview References
Passionate about teaching and learning	✓		Application Interview
Open-minded, self-evaluative and adaptable to changing circumstances and new ideas	✓		Application Interview

Willingness to be involved in the wider life of the school		✓	Application Interview References
Bring personal interests and enthusiasms to the school community		✓	Application Interview
Commitment to the school values	✓		Application Interview
Commitment to own professional development	✓		