

The Catholic High School, Chester
June 2023

JOB DESCRIPTION – TEACHER OF ENGLISH

POST GRADE/SALARY: MPS 1 -6 ECT'S Welcome to Apply

1.0 JOB TITLE AND PURPOSE: TEACHER OF ENGLISH

- To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher. To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

2.0 WORKING HOURS

- A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.
- The above applies to a teacher employed part-time, except that the number of hours the teacher must be available for work must be that proportion of 1265 hours which corresponds to the proportion of total hours worked.
- In addition to the hours a teacher is required to be available for work as above, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned students.

3.0 LINE MANAGEMENT:

Responsible to: Curriculum Leader of Learning for English

4.0 DUTIES AND RESPONSIBILITIES:

PART ONE: TEACHER OF ENGLISH

4.1 Main Tasks

Ensure that students achieve outstanding progress through :

Planning, Teaching and Class Management

- setting tasks which challenge students and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- be aware of and make provision for students who have other particular individual needs including SEND;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;
- liaise with the Subject Leader to ensure the implementation of department policy and best practice;

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents;
- undertake assessment of students and participate in the school's system reporting to parents.

Pastoral Duties

- be a Form Tutor to an assigned group of students;
- promote the general progress and well-being of individual students and of the Form Tutor Group as a whole;
- liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system;
- register students, accompany them to Liturgical Prayer, encourage their full attendance at all lessons and their participation in other aspects of school life;
- contribute to the preparation of Action Plans and progress files and other reports;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to RSE, PSHE and citizenship and careers education according to school policy.

Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities in line with the Teachers' Standards;
- operate at all times within the stated policies and practices of the school;
- know subject(s) or specialism(s) to enable effective teaching;
- take account of wider curriculum developments;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.

4.2 Wider professional responsibilities

- To make a positive contribution to the wider life and ethos of the school.
- To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

4.3 Other

- To complete any other appropriate tasks as directed by the Headteacher.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A Teacher is expected to demonstrate consistently high standards of personal and professional conduct as outlined in the Teacher Standards document [School teachers' pay and conditions document 2022 and guidance on school teachers' pay and conditions \(publishing.service.gov.uk\)](#)

PART THREE: OTHER

5.1 Appraisal

- To participate in arrangements agreed at The Catholic High School, Chester for the appraisal of his/her performance and the development identified.

5.2 Policies

- To understand and comply with all school policies.
- To take all reasonable steps to ensure that Health and Safety requirements are observed, both on the school premises and elsewhere
- All Staff have the responsibility to promote the mental health of staff, students and colleagues. Any member of staff who is concerned about the mental health or wellbeing of a student or member of staff should speak to the mental health lead in the first instance.

5.3 General Terms

- Attendance at appropriate meetings.
- The above responsibilities are subject to the general provision of the appropriate conditions of service document and any other interpretation as discussed with the non-teaching association.
- All job descriptions are subject to change as the needs of the trust changes.
- All teaching staff will undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility of the job.