

**Teacher of English**

**Job Description**

**Responsible to:** Faculty Leader in respect of all timetable and subject area commitments. Year Team Leader regarding duties relating to pastoral guidance and welfare.

**Job purpose:** To meet high professional standards in teaching and learning in the subject area in order to ensure that students’ knowledge, understanding and achievement are of the highest levels within the subject. The duties outlined in this job description are in addition to those covered by the latest ‘School Teachers Pay and Conditions’ document. The job description will be reviewed regularly to reflect or anticipate changes on the job, commensurate with the salary and areas of responsibility.

**Responsibilities:**

**Teaching and Learning:**

* To ensure student achievement is secured and recognised
* To give advice and guidance to students by being available and approachable
* To support the school’s learning ethos and values
* To secure high standards of teaching and student learning through active participation in the school’s Performance Appraisal review procedures
* To contribute to schemes of work and curriculum materials for the appropriate subject
* To plan effective lessons, matching the design of the lesson to the ability of the students
* To use student data to inform planning and progression
* To have high expectations of students, based on a sound knowledge of their prior and potential attainment
* To take account of the need for progression in students’ learning experience and be accountable for student attainment
* To ensure effective whole class, group or individual learning opportunities are available to students
* To set high standards of expectations of students’ behaviour through good classroom management, focused teaching and productive relationships
* To set and assess homework as an integral part of students’ learning
* To use opportunities to reinforce literacy and numeracy skills within the teaching
* To effectively deliver the tutorial programme
* To contribute to the extra-curricular activities programme for students
* To provide a positive and safe environment which promotes well-being and high achievement for all in the school

**Developing Self and Working with Others:**

* To give clear and constructive feedback to students on how to move towards the next level or grade
* To work as a team member, identifying opportunities for working with colleagues and sharing good practice
* To set an example to students in work ethic, conduct, dress code, punctuality and attendance
* To take responsibility for one’s own professional development and keeping up to date in subject expertise and teaching skills/pedagogy
* To maintain effective working relationships with teaching and support staff
* To keep an accurate register of attendance and encourage excellent punctuality and attendance
* To liaise with parent/carers as appropriate
* To undertake any other duty as specified by School Teachers’ Pay and Conditions Body not mentioned in the above
* To show a record of excellent attendance and punctuality.

**Supporting Young People:**

* Being responsible for safeguarding and promoting the welfare of children and young people
* Promoting the general progress and well-being of individual students and of any class or group of students assigned to the teacher
* Providing guidance and advice to students on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions and making relevant records and reports
* Communicating and consulting with the parents

**Whole School:**

* To undertake any professional duties delegated by the Headteacher
* To ensure that the accommodation provides a positive and safe environment which promotes well-being and high achievement for all in the School
* To use every opportunity to create a positive and memorable learning environment within the subject area

**Review, induction, further training and development:**

* Reviewing and reflecting on methods of teaching and programmes of work
* Participating in arrangements for their further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in statements of objectives or in appraisal statements
* In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his supervision and training.

**Staff meetings:**

* Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School including pastoral arrangements

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**External examinations:**

* Participating in arrangements for preparing students for external examinations, assessing students for the purposes of such examinations and recording and reporting such assessments and participating in arrangements for students’ presentation for, and conducting, such examinations

***The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.***

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**Person Specification**

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| **Category** | **Essential** | **Desirable** | **How Identified** |
| Education & Training | * Qualified Teacher Status * Qualification to the equivalent of degree level in English * PGCE in English at Secondary level or equivalent | * Evidence of relevant CPD | Application Form |
| Experience | * Experience of teaching English at KS3 and KS4 * Evidence of good/outstanding teaching * Using ICT in the preparation and delivery of learning activities * Experience of using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students | * Experience of teaching English language or literature at KS5 * Experience of teaching Media Studies at KS4 * Knowledge of how to give positive and targeted support to students with special educational needs * Experience of working in a diverse educational environment * Successful teaching experience across the secondary age range in relevant subject area. | Application Form  Letter of Application |
| Knowledge | * Characteristics of high-quality teaching and curriculum planning. * Strategies for raising achievement * Curriculum, assessment, recording and reporting requirements * Strategies required to secure effective teaching and learning * Safeguarding requirements for students | * Use of comparative data, together with information about learners’ prior learning to set targets for improvement | Interview  Reference |
| Skills | * Enjoy working with young people * Inspire, challenge and motivate students * Model the values and vision of the school * Think creatively to anticipate and solve problems * Work under pressure and meet deadlines * Be self-motivated and resilient * Be a team player who can collaborate and network with a range of others * Ability to establish good and productive working relationships, and work well in a team * Determination to encourage the highest quality of learning experience for all students * Ability to engage students through dynamic teaching and active learning techniques * The ability to take responsibility for continuous self-professional development |  | Interview  Reference |