

JOB DESCRIPTION - Teacher of English

Location: London Borough of Hackney, N16 5AF

Salary: Inner London Pay Scale MPS/UPS

Contract: Full time
Permanent

Start date: September 2023

Responsible to: Head of Department

Disclosure level: Enhanced

Ethos:

All staff are expected to support the Catholic ethos and Servite values of the school.

Job purpose:

- To take responsibility for the learning and achievement of all students in the class ensuring equality of opportunity for all.
- To uphold the school's aims and policies.
- To be responsible and accountable for achieving the highest possible standards in work and conduct.
- To treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- To work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students.
- To take responsibility for promoting and safeguarding the welfare of students and young people within the school.
- To contribute to the process of school improvement.

Key responsibilities:

- Provide outstanding teaching and learning:
 - Teach to all age groups, according to their educational needs, students assigned in the allocated classes.
 - Deliver the curriculum as relevant to the age and ability group/subject/s taught.
 - Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.

- Be accountable for the attainment, progress and outcomes of students'.
- Make accurate and productive use of assessment to secure students' progress.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate.
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Be aware of students' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how students learn.
- Have a clear understanding of the needs of all students, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English.
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.
- Behaviour and safety
 - Maintain behaviour in accordance with the rules and behaviour management systems of the school.
 - Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
 - Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students.
 - Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.
 - Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students
 - Have high expectations of behaviour, promoting self-control and independence of all learners.
 - Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
 - Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
 - Uphold the school's uniform regulations.
- Team working and collaboration
 - Contribute to Department meetings, discussions and management systems necessary to co-ordinate the work of the Department and integrate this into the work of the school as a whole.
 - Work with the Middle and Senior Leadership Teams to secure the strategic vision of the school in line with the broad educational vision, providing outstanding leadership.

- Professional development
- Administration
- Fulfil wider professional responsibilities
- Safeguarding and promoting the welfare of children and young people
- Strengthen community
 - Support Catholic ethos and Servite values of the school.
 - Actively support and promote good relationships with the wider community.
- Other
 - Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.
 - Ensure equality of opportunity for all students in order that they may achieve to the best of their ability
 - Ensure equality of opportunity for all staff to facilitate their continuing professional development
 - Control and oversee the use and storage of books and other teaching materials provided for class usage

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Safeguarding:

Our Lady's Catholic High School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including identity and enhanced DBS checks and a willingness to demonstrate commitment to the standards which flow from our vision and values.

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales.

The postholder may be required to work outside of normal school hours on occasion (e.g. Parent evenings, Twilight sessions, etc.), with due notice.

PERSON SPECIFICATION - Teacher of English

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QUALIFICATION		
Qualified teacher status	E	
Educated to a degree level or equivalent	E	
EXPERIENCE		
Experience of raising attainment in a challenging classroom environment	E	
Experience of reflecting on and improving teaching practice to increase student achievement	E	
Evidence of continually improving the teaching and learning of their subject through schemes of work and medium-term plans	E	
Successful teaching experience in KS3 - KS5		D
Data analysis and target setting		D
Experience of working with others to develop teaching & learning innovations		D
PROFESSIONAL DEVELOPMENT		
Evidence of substantial recent professional development, including curriculum developments and pedagogy	E	
Experience of working with other schools / organisations / agencies		D
KNOWLEDGE AND SKILLS		
A sound understanding of the Ofsted framework		D
Good ICT skills consistent with subject	E	
Experience of using data to effect improvement		D
Ability to plan strategically, monitor effectively and evaluate analytically		D
Understanding of current educational issues especially related to the curriculum at KS3, KS4 and KS5		D
Ability to employ a range of resources and teaching & learning strategies encouraging differentiated learning	E	
Must be able to manage own workload effectively and respond swiftly to tight deadlines	E	

PERSONAL		
Excellent punctuality and attendance	E	
Passionate about their subject	E	
Ability to work under pressure and to deadlines	E	
Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.	E	
Excellent communication skills	E	
Have a positive and 'can do' approach when solving problems	E	
Must be able to remain calm in stressful situations and instil this calm when necessary	E	