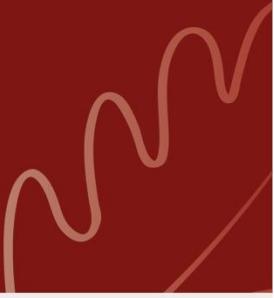


# Teacher of English



## Job Description

**Normal place of work:** Phillips High School, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** 1265 hours per annum, as per the Teacher Pay and Conditions.

**Responsible to:** Head of Department, SLT Link.

### PURPOSE OF THE POST

- To implement the aims and objectives of the school.
- To undertake such duties and administrative tasks as may be reasonably directed by the Headteacher.
- To participate in and contribute to, appropriate CPD provided by the school and the trust.
- To assume a reasonable proportion of the corporate responsibility for the behaviour, supervision and safety of pupils whilst on school premises and/or on official out-of-school activities. In particular, to carry out a share of supervisory duties in accordance with published rosters.
- To contribute to broader aspects of school life as opportunity and situations make relevant.
- To participate in appropriate meetings with colleagues and parents as relative to the above duties.

### TEACHING AND LEARNING

- To maintain the highest professional standards as set out in the Teachers Standards.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by students in school and elsewhere.
- To assess records and reports on the attendance, progress, development and attainment of students.
- To provide and/or contribute to oral and written assessments, reports relating to individual students and groups of students
- To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching and learning experience of students.
- To use a variety of teaching methods, which will stimulate learning appropriate to student needs and demands of the syllabus.
- To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation or work and relationships.
- To set high expectations for students' behaviour and maintain a good standard of discipline through well-focussed teaching, fostering positive relationships and implementing the schools Behaviour for Learning Policy.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.

- To mark, grade and give written, verbal feedback as required following school policies.
- Report to the head teacher any concerns which may be considered Child Protection issues.
- To assist in the event of staff absence with the setting of appropriate work for use by supply or substitute staff.
- To assist in ensuring that pupils are provided with an appropriately broad, balanced, relevant and differentiated curriculum.

## RECORDING AND REPORTING ASSESSMENT

- Being accountable for student progress and development within the area by leading, developing and enhancing all assessment arrangements within the area in line with school policy.
- Being accountable for leading, developing, co-ordinating and monitoring strategies to raise pupil achievement.
- Reviewing long term and short-term planning.
- Liaising closely with the Head of Department to ensure continuity and progression across the Key Stage.

## STRATEGIC PLANNING

- To contribute to the department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to whole school and department planning activities.

## STAFFING

- To take part in the school staff development programmes, by participating in arranged training for professional development.
- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage in the Performance management Review process.
- To work as a member of a designated team and to contribute positively to effective working relationships within the school.

## MANAGEMENT OF INFORMATION

- To maintain appropriate records and to provide relevant accurate and up-to-date information to SIMS – registers, behaviour log etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

## COMMUNICATION AND LIAISON

- To communicate effectively with the parents/guardians of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communication in the school.
- To take part in parents' evenings.
- To contribute to the development of effective subject links with external agencies.

## **PASTORAL SYSTEM**

- To be a Form Tutor.
- To promote the general progress and wellbeing of individual students.
- To liaise with the Pastoral team to ensure the implementation of the school's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons, and their participation in other aspects of school life.
- To alert the appropriate staff of issues/concerns/problems concerning students.
- To contribute to PSHE and citizenship according to school policy.
- To apply the Behaviour for Learning Policy so that effective learning can take place.
- To ensure that appropriate safeguarding procedures are in place and applied.
- Any other duties appropriate to the post as determined by the Headteacher.

### **Beyond the classroom:**

- Be an active participant in extracurricular activities designed to:
  - (i) Enhance pupil achievement and/or
  - (ii) Enrich pupils experience and understanding.
- Play an active role in the pastoral care of pupils and their development.

# Teacher of English Person Specification



<b>CRITERIA</b>	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:
<b>ESSENTIAL</b>	
	<ul style="list-style-type: none"><li>• A graduate with appropriate teaching qualification in English.</li><li>• Qualified Teacher Status.</li><li>• Be an excellent classroom practitioner able to secure student engagement in learning.</li><li>• A good understanding of classroom management techniques.</li><li>• Experience in teaching 11-16 English at Key Stages 3 and 4.</li></ul>
<b>CRITERIA</b>	
	<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:
<b>ESSENTIAL</b>	
	<ul style="list-style-type: none"><li>• A sound understanding of what constitutes effective teaching and learning within the classroom; to provide challenge and support for all students.</li><li>• Able to make effective use of resources, including ICT. Able to use range of management software.</li><li>• Understanding of issues relating to 'Safeguarding young people'.</li><li>• Good time management skills and an ability to work to deadlines.</li></ul>
<b>CRITERIA</b>	
	<b>Personal style and behaviour:</b> In their statement of suitability and during the selection process, candidates will explain how they have demonstrated their personal style and behaviour:
<b>ESSENTIAL</b>	
	<ul style="list-style-type: none"><li>• Commitment, energy, enthusiasm and an ability to motivate children.</li><li>• An applicant who can work as part of a team and share new ideas.</li><li>• To maintain the highest professional standards as set out in the latest edition of the Teaching Standards document.</li><li>• Willing to contribute to the school's programme of extra-curricular activities.</li></ul>



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**Oak**   
Learning Partnership