**Job Description**

**JOB TITLE: Teacher of English**

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**JOB PURPOSE**

**To plan and deliver high-quality learning experiences for students and assess them accurately so that teaching is responsive and meets the needs of students. To raise attainment in your subject across Key Stages 3, 4 and 5 (as applicable to those KS taught), facilitating and encouraging learning, which enables pupils to make good progress and achieve high standards.**

**TEACHING AND LEARNING**

1. To support and encourage the Catholic ethos of the school.

2. To provide effective teaching for whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time.

3. To use teaching methods which keep students engaged and stimulated, including effective questioning techniques, clear presentation and highly effective resources.

4. To set high expectations of pupils’ behaviour, establishing and maintaining a good standard of discipline through well-focussed teaching, positive and productive relationships as published in the school’s ‘Promoting good behaviour’ policy.

5. To maintain good order and discipline among students and take care of their health and safety when they are on school premises and when they are engaged in authorised school activities elsewhere. To contribute/help prepare risk assessments as necessary following the school’s health and safety guidelines.

6. To undertake the role of form tutor where required.

7. To remain updated with the SEN register and seeking specialist advice to ensure appropriate differentiation and personalised support for pupils with SEND.

8. To remain up-dated with specialised subject knowledge to be able to cope confidently with pupils’ subject related questions and contribute to departmental planning and preparation of schemes of work for new specifications and/or course content.

**PLANNING AND SETTING EXPECTATIONS/STUDENT ACHIEVEMENT**

1. To identify clear learning objectives, content, lesson structures and sequences appropriate to the subject matter in order to teach pupils highly effectively.
2. To set appropriate and demanding expectations for pupils’ learning and motivation and set clear targets for pupils’ learning, building on prior attainment.

**ASSESSEMENT AND PROGRESSION OF STUDENTS**

1. To assess how well learning objectives have been achieved and use this assessment for future teaching.
2. To set home learning in line with the school’s home learning policy.
3. Under the guidelines of the school’s marking policy to mark and monitor pupils’ class and home learning providing constructive oral and written feedback, setting targets for pupils’ progress.
4. To understand the demands expected of pupils in relation to the National Curriculum, KS4 and post-16 courses as appropriate.
5. To provide or contribute to oral and written assessments, reports, records of achievement and references relating to both individuals and groups of pupils.
6. To participate in preparing and presenting pupils for public examinations.

**RELATIONSHIPS WITH PARENTS/CARERS AND THE WIDER COMMUNITY**

1. To prepare and present informative reports to parents/carers and attend parents’ evenings/meetings.
2. To provide opportunities to develop pupils’ understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.
3. To use student planners and SIMs to note achievements and concerns, and to acknowledge/respond to notes from parents/carers.
4. To liaise with parents and agencies as appropriate who are responsible for pupils’ welfare.

**MANAGE OWN PERFORMANCE AND DEVELOPMENT**

1. To take responsibility for own professional development and to keep up to date with research and pedagogy and in the subjects taught.
2. To participate in the arrangements made in accordance with the appraisal cycle.
3. To participate in arrangements for further training and professional development as a teacher.
4. To follow school policy by attending and participating in meetings.
5. To share corporate responsibility for the implementation of school policies and practices.
6. To set a good example to all pupils in their presentation and their personal conduct.
7. To attend child protection and safeguarding training as required.
8. To evaluate teaching by reviewing teaching methods and programmes of study and use this to improve professional effectiveness.

**MANAGING AND DEVELOPING STAFF AND OTHER ADULTS**

1. To establish and maintain effective working relationships with all colleagues.
2. To advise and cooperate with all colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements.
3. To work and manage when appropriate other adults in the classroom situation.

**GENERAL DUTIES**

As defined by the School Teachers’ Pay and Conditions and subsequent orders as listed in the most recent School Teachers’ Pay and Conditions document.

To perform such other duties as may be required from time to time by the Headteacher.

This job specification will be reviewed periodically.