Job Description: Teacher of English

Twynham Learning

Post Details

School:	The Grange School and Twynham School
Grade:	MPS/UPS
Weeks per year:	Full time
Duration:	Permanent
Responsible to:	Head of English (TGS)

Main Purpose

To inspire excellence throughout the school

To be an English teacher primarily at The Grange School whilst working within a cross-campus department with both schools.

To be responsible for the highly effective implementation of the English TL Secondary Curriculum ensuring that this is differentiated to meet the needs of the students in the classroom.

To monitor and support the overall progress and development of students within the allocated classes ensuring excellent progress is made within a climate that is calm and purposeful.

To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Main Duties and Responsibilities

Operational/ Strategic Planning

- To assist in the development of resources, schemes of work, marking policies and teaching strategies in an identified curriculum area.
- To contribute to the school development plan and its implementation.
- To plan and prepare and lessons.
- To contribute to the whole school's planning activities.

Curriculum Provision:

- To assist leaders in ensuring that the curriculum area provides a range of teaching which complements the school's strategic objectives.

Curriculum Development:

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students and the school's mission and strategic objectives.

Staffing

Staff Development: Recruitment/ Deployment of Staff

- To support the teaching of English across both The Grange School and Twynham School. Whilst the role will primarily based at TGS, some travel for meetings at Twynham School will be required.
- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue professional development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the appraisal review process.
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

- Quality Assurance:
- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, 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.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison:

- To take part in marketing and liaison activities such as open evenings, parent's evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the senior leaders to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students.

Pastoral System:

- To act as a tutor for a tutor group as required.

- To promote the general progress and well-being of individual students.
- To ensure the implementation of the school's pastoral system.
- To register students, accompany them to assemblies and support their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To implement the pastoral curriculum during tutor time as directed by the HoY.
- To contribute to the student annual report by writing a tutor comment as expected within the reporting framework.
- To apply the behaviour management systems so that effective learning can take place.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

Teaching:

- To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the curriculum.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homelearning.
- To undertake assessment of students as requested by the school.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Twynham Learning Attributes for all Staff	
Ambition for excellence	Inclusiveness
Professionalism	Positivity
Humility	Community-mindedness
Championing change	Being collaborative

Personal Attributes

- High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people.
- Highly emotionally resilient
- A reflective practitioner with a history of expertise in classroom pedagogy and the ability to improve outcomes for students
- An ability to inspire and relate well to the whole community.
- An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals.
- A team player who is comfortable in both providing and responding to professional challenge.
- A commitment to and evidence of professional development of both yourself and others
- A commitment to engaging with evidence and research to inform practice
- Outgoing and enthusiastic with a positive "can-do" attitude and a solution-focused approach.
- A sense of humour

Other Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Notes

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Key/Glossary of Terms

PSHE – Personal, Social, Health and Economic STPCD – School Teachers Pay and Conditions Document	