



Introduction

The responsibilities of the post are to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teacher's duties set out in that document, as the Headteacher may reasonably direct. The Post holder will normally act as a Form Tutor and carry out associated responsibilities (including PSHE).

Name of Post Holder	To be appointed
Title of Post	English Teacher
Salary Grade	Main Pay Spine - NQTs welcome
Responsible To	Head of English and Head of House
Job Purpose	To teach in the English Faculty and to contribute to the development of appropriate teaching programmes, resources and assessment methods within the Faculty.

Key Accountabilities

The post-holder will be immediately accountable to their Head of Faculty for teaching duties in the relevant subject team/s and the Year Team leader for tutoring duties.

- To be responsible for planning and delivering effective lessons for assigned classes that engage and enthuse students and enable all to make good or better progress.
- To play an active role in the curriculum team and contribute to the development and improvement of English provision in the school.
- To monitor student progress as a classroom teacher and tutor and take action to ensure that no child gets left behind.
- To take responsibility for your own professional development so that it contributes to improving standards and provision at Tupton Hall School.
- To act as a tutor to a group of students and be responsible for developing excellent approaches to study, a supportive group ethos that is focused on learning and harmonious relationships within this group.
- To contribute to developing the year group as a supportive community.

Main Tasks

The general responsibilities allocated to the post holder are indicated within this job description. Each year, key tasks associated with these responsibilities and related to the Faculty Development Plan, are agreed with each member of staff and published as part of the Development Plan.

- To plan lessons and sequences of lessons that meet the requirements of the national and departmental programmes of study and which are interesting and engaging for students, thus promoting positive attitudes towards the subject and a strong desire to learn and progress.



- To teach a proportion of all of the following courses, dependent on the member of staff's specialisms.

Y7 - 8 Main language/other language

Y10 – 13 Main language

- To take an appropriate share of the responsibilities within the English Faculty.
- To ensure that all lessons take account of the prior learning of the students and the skills they already have and to use this information to ensure that work is sufficiently differentiated to provide suitable challenges for all students in the class so that all are able to make progress.
- To promote active and independent learning that enables students to think for themselves and to plan and manage their own learning.
- To have high expectations of students and build successful relationships centered on teaching and learning.
- To employ effective behaviour management skills so that there is a positive climate for learning established in the classroom and students feel safe, secure and confident because behaviour for learning is managed well.
- To plan for the effective deployment of any support staff who are contributing to students' learning.
- To plan opportunities for students to learn in out of school contexts including visits and educational trips to support and extend the curriculum and the setting of personal study tasks according to the published timetable.
- To assess students' progress regularly and accurately through a range of activities including orally in lessons and by marking books and assessment tasks.
- To keep accurate records of these assessments and use them to inform future planning and to give students clear guidance on the next steps for improvement.
- To involve students in reflecting on, evaluating and improving their own performance and progress.
- To work collaboratively with other staff to ensure that all learning needs are met and support is put in place, where necessary, for those who have differing levels of ability or behavioural and social needs or for whom English is an additional language.
- To report on students' progress and attainment to parents, carers, other professionals and students as appropriate.
- To use ICT effectively in delivery of teaching and learning.
- To recognise and respond effectively to equality issues as they arise in the classroom and challenge stereotyped views, bullying and harassment in accordance with school policy and procedures.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To attend and participate in regular meetings.
- To participate fully in the school's performance management process.
- To participate in training, continuous professional development and other learning activities as required
- We expect all those appointed to the Faculty to be enthusiastic about language teaching and show a deep commitment to the students in their care. It is important that all the Faculty members work as a team, be flexible in their approach and be willing and able to develop their skills. The Faculty aims to improve and develop its work, and to provide a purposeful and stimulating environment in which all students feel valued and encouraged to broaden their horizons and unlock their cultural capital.



- The ethos of the faculty is very much centred around being a team, working collaboratively, celebrating good practice, and continual reflection to ensure that we provide our best for our students, to create a positive and constructive learning climate. Teachers are encouraged to use a broad range of activities in their lessons to motivate the students and make language learning an enriching experience.

Notes

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. In allocating time to the performances of duties and responsibilities, the post holder must use Directed Time in accordance with the School's published Time Budget Policy and have regard to the appropriate clauses of the Teacher's Conditions of Employment Document.
2. This job description is not necessarily a comprehensive definition of the post. It may be revised on an annual basis and will only be subject to modification or amendment after consultation and agreement with the holder of the post.
3. The school's grievance procedure will apply in relation to any dispute arising in connection with the job description and any amendments.