

## Job Description

### Teacher of English



**Post Title** Teacher of English

**Responsible to** Head of English

#### Responsibilities

##### 1 TEACHING

- To teach English to all abilities.
- To ensure lessons are well planned with clear aims and objectives.
- To ensure lessons are in line with the schemes of work.
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- Take account of students' prior level of attainment and use them to set targets for future improvements.
- To take into account differing abilities of students and deliver well differentiated lessons.
- To encourage students to be actively involved in the learning process and in reviewing their own performance.
- To clearly communicate the purpose and framework of the lesson.
- To encourage intellectual curiosity.
- To deal with inappropriate behaviour quickly and effectively.
- To check that subject matter is effectively communicated and understood.
- To set appropriate tasks and challenges for homework, and ensure that it is regularly marked with appropriate explanation and feedback.
- Set work for students absent from school for long-term health or disciplinary reasons.
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work.
- Promote good attendance and monitor in accordance with the school's attendance policy.
- Work in collaboration with Teaching Assistants attached to any teaching group.
- The person appointed will be expected to play a full part in the school's extra curricular programme.

##### 2 ASSESSMENT, RECORDING & REPORTING

- Maintain notes and plans of lessons undertaken and records of students' work.
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate.
- Carry out assessment programmes (eg. reports) as agreed by the school or department.
- Attend the appropriate parents' evenings to keep parents informed as to the progress of their child.

- Be familiar with the Code of Practice for identification and assessment of Special Education Needs and keep appropriate records of Individual Education Plans for students.

### **3 PASTORAL WORK**

- Undertake responsibility for a tutor group.
- Monitor academic targets of individual students in the form.
- Be the first point of contact for parents of students in the tutor group.
- Promote good attendance and monitor in accordance with the school's attendance policy.

### **4 PROFESSIONAL STANDARDS**

- Support and promote the aims of the school.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities).
- Set yourself challenging yet realistic targets that contribute to school improvement and own professional development.
- Take responsibility for your own professional development and participate in staff training when provided.
- Reflect on your own practice as well as the practices of the school with the aim of improving all that we do.
- Read and adhere to the various policies of the school as expressed in the school Development Plan, staff handbook, department information.
- Participate in the management of school by attending various team and staff meetings.
- Undertake duties as prescribed within school policies.
- Ensure all deadlines are met as published in the school calendar.
- Be proactive and take responsibility for matters relating to Health & Safety and the legal framework within which we operate.
- Undertake professional duties that may be reasonably assigned to them by the Headteacher (eg. cover, etc).
- To undertake such daily or other duties or meetings as are assigned as part of the school's professional expectations of staff (eg. Break Duties, Before & After School Duties, Parent's Evenings, Departmental meetings).
- To play a full part in the life of the school community, to support its ethos and values and to encourage students to follow this example.

This job description may be changed by the Headteacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job rate.

It is not an exhaustive list and teachers are reminded to read the Teachers Pay and Conditions document.

**March 2019**

## Person Specification

### Teacher of English



	ESSENTIAL	DESIRABLE
<b>QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent.</li> <li>• Qualified English teacher.</li> </ul>	
<b>EXPERIENCE</b> Recent and successful experience of	<ul style="list-style-type: none"> <li>• ICT knowledge.</li> <li>• Recent relevant INSET.</li> <li>• Good organisational and decision making skills.</li> <li>• Ability to communicate well both orally and in writing.</li> <li>• Excellent classroom practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering across the age and ability range.</li> <li>• A' level experience or potential to teach A' level.</li> </ul>
<b>KNOWLEDGE</b> Understanding of	<ul style="list-style-type: none"> <li>• Good subject knowledge</li> <li>• Principles of effective teaching and learning.</li> <li>• Models of behaviour management.</li> <li>• Raising standards in education.</li> </ul>	
<b>PROFESSIONAL SKILLS</b> Ability to	<ul style="list-style-type: none"> <li>• Deliver outstanding lessons.</li> <li>• Use ICT to raise achievement.</li> <li>• Communicate effectively with a variety of staff, parents and Governors.</li> </ul>	
<b>PERSONAL ATTRIBUTES:</b> Evidence of	<ul style="list-style-type: none"> <li>• Personal qualities which enable successful relationships with pupils, staff, parents and Governors.</li> <li>• Integrity and sound professional judgement.</li> <li>• Drive, enthusiasm and a willingness to initiate and contribute to new developments, and the ability to inspire others.</li> <li>• Ability to work under pressure.</li> <li>• Creative and imaginative.</li> <li>• Hard working with high energy levels.</li> <li>• Team player.</li> <li>• Enthusiastic.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to get involved with out of school activities.</li> </ul>