

	Job Description
	Role: Teacher of English
	Pay Spine: 1-9
	Reports to: Director of Learning, English and Drama

Job Purpose

- To carry out the duties of a school teacher as set out in the current Pay & Conditions Document.
- To maintain and build upon the standards achieved in the award of QTS (Secondary) as set out by the Secretary of State.

Teaching and Learning

- To manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
- To ensure continuity, progression and cohesion in all teaching.
- To use a variety of methods and approaches (including adaptation) to match curricular objectives and the range of pupil needs, and to ensure equal opportunity for all pupils.
- To set homework regularly, (in accordance with the school's homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
- To work with SEN staff and support staff (including prior discussion and join planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- To work effectively as a member of the department team to improve the quality of teaching and learning.
- To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- To ensure positive management of behaviour in an environment of mutual respect, which allows pupils to feel safe and secure, and which promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting and Accountability

- To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
- To contribute towards the implementation of IEPs as detailed in the current Code of Practice, particularly the planning and recording of appropriate actions and outcomes related to set targets.
- To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.

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- To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
- Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the school policy.

Subject Knowledge and Understanding

- To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, standards and specifications for examination courses.
- To keep up-to-date with research and developments in pedagogy and the subject area.

Professional Standards and Development

- To be a role model to pupils through personal presentation and professional conduct.
- To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
- In accordance with National Guidelines, to cover for absent colleagues as is reasonable, fair and equitable.
- To co-operate with the employer in all matters concerning health and Safety, and specifically to take reasonable care of their own Health and Safety and that of other persons who may be affected by their acts or omissions at work.
- To be familiar with the school and department handbooks and support all the school's policies, particularly duty requirements.
- To establish effective working relationships with professional colleagues and associate staff.
- To strive for personal and professional development through active involvement in the school's appraisal system and performance management procedures.
- To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay & Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- To liaise effectively with parents/carers and with other agencies with responsibility for pupils' education and welfare.
- To undertake any reasonable task as directed by the Director of Learning.
- To be aware of the role of the Governing Body of the school and to support it in performing its duties.
- To follow school procedures in relation to first aid.
- To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
- To consider the needs of all pupils within lessons (and to implement specialist advice), especially those who:
 - have SEN;

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- are more able;
- are not yet fluent in English and/or are from minority groups.
- To meet all the standards for Professional Practice, outcomes, relationships, development and conduct.
- Every subject teacher will be expected to have pastoral responsibilities, part of which is to attend Chapel with their tutor group.

Notes

Staff are encouraged to contribute to the wide variety of activities which take place within the school. Many of these activities are entirely voluntary but they do enrich the life of the school, assist the personal and professional development of staff and give students more opportunities to develop. Your contribution to these activities will be much appreciated.

Subject Specific Expectations

There is an expectation that members of the department will be willing to participate in any additional opportunities which are deemed important to the delivery of the curriculum.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Good Honours Degree ● QTS 	Evidence of continued professional development in area of expertise
Experience and Training	<ul style="list-style-type: none"> ● Be an excellent teacher with the ability to inspire students in their learning ● Ability to make accurate judgements with regard to the quality of learning and teaching and student progress ● Enthusiasm for developing Innovative approaches to learning, teaching, mentoring and guidance ● Knowledge of the National Curriculum and Ofsted Assessment Criteria 	Have some understanding of wider school issues

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Ethos	<ul style="list-style-type: none"> • Support the ethos of the Christian Foundation of the school and all support systems • Work with and encourage all students irrespective of capability • Demonstrate commitment to achieving outstanding results 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to communicate effectively at all levels • Exhibit enthusiasm and passion for subject area • Possess integrity, optimism, credibility and resilience • Have qualities which earn the trust of and respect of students, staff, parents and governors 	

The jobholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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