



TEACHER OF ENGLISH (0.4 FTE) JOB DESCRIPTION

MAIN TASK

On behalf of the Head, the Teacher of English will be responsible for the teaching of English from Years 7-11. They will need to be able to demonstrate and deliver excellent teaching, be able to work under pressure within a strong Faculty team, focused towards challenging goals, and have excellent organisational and communication skills.

ACCOUNTABLE

The Teacher of English will report to the Head of the English and the Assistant Head (Academic), and through them to the Head and the Board of Governors.

SPECIFIC RESPONSIBILITIES

Planning, Development and Co-ordination

- To set challenging teaching and learning objectives which are relevant to all pupils in their classes.
- To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess pupils learning.
- To contribute to departmental and whole-school meetings and events.
- To plan for the deployment of any support staff who are contributing to pupils' learning.
- To plan opportunities for pupils to learn in out of school contexts.
- To develop strategies for the use of English to promote new teaching methods and improve learning throughout the School and monitor their effectiveness in raising standards of teaching and learning.
- To contribute to professional development activities, as part of the planned programme for the school, and to promote the sharing of good practice.
- To manage the resources available for English and make recommendations in order to maintain and develop curriculum provision.

Monitoring and assessment

- To make appropriate use of the School's monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives.
- To use monitoring and assessment information to improve planning and teaching.
- To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support pupils as they learn.
- To involve pupils in reflecting on, evaluating and improving their own performance and progress.
- To assess pupils' progress accurately against appropriate standards.
- To identify and support pupils with differing levels of ability and those experiencing emotional and social difficulties.
- To record pupils' progress and achievements systematically, providing evidence of the range of their work progress and attainment over time to inform planning.
- To report on pupils' attainment to parents, as appropriate.

Teaching and Class Management

- To have high expectations of pupils and build successful relationships centred on teaching and learning.
- To establish a purposeful learning environment, where diversity is valued, and where pupils feel safe, secure and confident.
- To teach the required or expected knowledge, understanding and skills relevant to the curriculum for pupils in their age range.
- To teach clearly structured lessons which interest and motivate pupils, make learning objectives clear, employ interactive teaching methods and collaborative group work.
- To promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning.
- To differentiate teaching to meet the needs of pupils of all ability ranges to help them make good progress.
- To organise and manage teaching and learning time effectively.
- To set high expectations for pupils' behaviour and establish a clear framework for classroom discipline in line with the School Behaviour Management policy to anticipate and manage pupils' behaviour constructively and promote self-control and independence.
- To use ICT effectively in the delivery of teaching and learning.
- To provide homework and other out-of-class work, which consolidates and extends work carried out in the class and encourages pupils to learn independently.
- To work collaboratively with other professionals and manage the work of support staff, where appropriate, to enhance pupils' learning.
- To participate in training, continuous professional development and other learning activities as required including participation in the school's performance management arrangement.

GENERAL RESPONSIBILITIES

All School staff are expected to:

- Work towards and support the School vision and the current School objectives outlined in the School's Strategic Development Plan.
- Contribute to the School's programme of co-curricular activities.
- Support and contribute to the School's responsibility for safeguarding pupils.
- Work within the School's Health and Safety policy to ensure a safe working environment for staff, pupils and visitors.
- Support and contribute to the School's drive towards sustainability and environmental education.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Engage actively in the School's performance management process.
- Adhere to all School policies and the Staff Code of Conduct.
- Attend meetings and contribute to the wider community of the School in ways which may be required by the Head and the Board of Governors.
- Undertake other reasonable duties related to the job purpose required from time to time.
- Share pastoral concerns on a need to know basis with other members of staff via CPOMS.
- Support members of staff in maintaining firm but fair discipline, where necessary liaising with Form Tutor/Key Stage Coordinators/Heads of Years/Deputy Head, before contacting parents.
- To lead by example, e.g. actively promoting mindfulness/positive mental health around School.

NOTES

All job descriptions for members of staff are viewed in relation to the delivery of the School's Strategic Development Plan.

Other tasks may be considered necessary by the Head in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted by agreement in the future.