



JOB DESCRIPTION

English Teacher

Line of responsibility

The teacher is directly responsible to the Head of English on curriculum matters and the Learning Manager for pastoral issues.

Job content

Strategic purpose

The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document.

Operational responsibilities

Teaching

- Plan work in accordance with departmental schemes of work and national curriculum programmes of study.
- Take account of pupils' prior levels of attainment and use them to set future targets.
- Set work when required for absent pupils.
- Maintain good discipline by following the school's pupil disciplinary policies and procedures.
- Establish a purposeful working atmosphere during all learning activities.
- Set appropriate and challenging work for all pupils.
- Identify and work appropriately with 'special educational needs' pupils and 'gifted and talented' pupils.



Assessment, recording and reporting

- Keep appropriate records of pupils' work.
- Mark and return work set, including homework within an agreed and reasonable time.
- Adhere to the school's marking policy at all times.
- Carry out assessment programmes, as agreed by the school, or department.
- Complete pupil reports in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance and future targets.

Pastoral work

Responsibilities for a sept tutor will include:

- Monitoring and setting targets for the social and academic progress of all pupils in the sept.
- Endeavour to build up a good relationship with the pupils in the Sept, so that they will look to you for support and advice.
- Report issues of concern to the appropriate senior staff.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.

Performance management and professional development

The teacher will be part of the school's performance management scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- To uphold the Academy's policy in respect of child protection matters.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff members participate in the school's performance management scheme.

POST OF GENERAL TEACHER - English

PERSON SPECIFICATION AND CRITERIA FOR SELECTION

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
APPLICATION	<ul style="list-style-type: none"> Fully supported in reference Well-structured supporting letter 		<ul style="list-style-type: none"> Application form Reference
QUALIFICATIONS	<ul style="list-style-type: none"> Degree Qualified Teacher status 	Commitment to continue further study or professional development	<ul style="list-style-type: none"> Application
EXPERIENCE	<ul style="list-style-type: none"> Have a good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential. Have a secure knowledge and understanding of their subjects/curriculum areas and related pedagogy including: the contribution that their subjects/curriculum areas can make to cross-curricular learning; and recent relevant developments. 	.	<ul style="list-style-type: none"> Application form References Interview
SKILLS	<ul style="list-style-type: none"> Plan for progression across the secondary age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject and curriculum knowledge Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills Plan, set and assess homework, other out- of-class assignments and coursework for examinations, where appropriate, to sustain 	Knowledge and understanding of subject and curriculum.	<ul style="list-style-type: none"> Application form References Interview

	<p>learners' progress and to extend and consolidate their learning</p> <ul style="list-style-type: none"> • Teach challenging, well organised lessons and sequences of lessons across the secondary age and ability range • Use an appropriate range of teaching strategies and resources 		
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Detailed knowledge of the structure and content of the current English curriculum • Understanding and knowledge of current issues in education 		<ul style="list-style-type: none"> • Application form • References • Interview
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • A belief in the ability of all young people to achieve success • A commitment to equality and diversity • High quality care guidance and support for pupils and parents • A good health and attendance record • Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community • Flexibility and adaptability in order to be able to mix and work with a wide range of people 		<ul style="list-style-type: none"> • Application form • References • Interview