

Job Description

POST : Teacher of English

RESPONSIBLE TO : Head of English Faculty

RESPONSIBLE FOR : Delivery of English to assigned classes

TEACHING DUTIES

1. To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach English up to at least GCSE Level.
2. To plan teaching to achieve maximum progression in student learning.
3. To establish and maintain a purposeful working atmosphere which supports and encourages excellent learning and progress.
4. To be able to deliver lessons that are engaging and allow all students, regardless of ability, to make excellent progress
5. To assess, record and report on student progress.
6. To set homework and mark effectively in line with school policies.
7. Attend and contribute to faculty and staff meetings as appropriate.
8. To communicate and consult with parents of students as necessary to ensure the highest levels of attainment and progress for our students.
9. To exploit opportunities to improve students' literacy skills.
10. To manage behaviour in accordance with the school's Behaviour Policy, ensuring that rewards and sanctions are used consistently as described within the policy.
11. To carry out duties in accordance with published schedules.
12. To participate in staff development opportunities and accept responsibility for own professional development.
13. To prepare students for examinations and participate in examination arrangements, including the delivery of intervention sessions.
14. To carry out the role of form tutor as required.
15. To engage in extracurricular activities to support learning outside of the school day.
16. To take part in the delivery of revision sessions to students, where appropriate.

The Conditions for Employment of Schoolteachers (schedule 3) specify the general professional duties of teachers. These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Executive Headteacher or Head of School. This job description does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.

Person Specification: Teacher of English

Section One: Qualifications and Experience		
1.1	Degree(s) or equivalent	Essential
1.2	Qualified teacher status or evidence of successful completion of PGCE or alternative training qualification (Schools Direct etc.)	Essential
1.3	Experience of having worked successfully (either as teacher or as part of a placement) in a large secondary school setting, teaching students from all socio-economic backgrounds	Desirable
1.4	Experience of having worked in an 11-18 school	Desirable
1.5	Proven, successful teaching experience in previous schools	Essential

Section Two: Knowledge, Skills and Abilities		
2.1	Evidence of excellent teaching skills	Essential
2.2	Good knowledge of curriculum development and improvement	Essential
2.3	Ability to teach A Level English Language	Desirable
2.4	Knowledge and understanding of current and future curriculum changes	Desirable
2.5	Appropriate training and a willingness to continue training to manage the key areas and tasks outlined in the job description	Essential
2.6	Proven, excellent classroom management skills	Essential
2.7	Proven, excellent interpersonal relationship skills and the ability to communicate effectively and sensitively with students, parents and colleagues	Essential
2.8	An understanding of how students learn and improve their skills, knowledge and understanding	Essential
2.9	Evidence of good information and communication technology skills	Essential

2.10	Thorough knowledge and understanding of subject area and how it can effectively be taught across the spectrum of age and ability	Essential
2.11	Excellent knowledge of achievement methods and measurement	Essential
2.12	Knowledge of health and safety requirements	Essential

Section Three: Personal attributes and Qualities

3.1	Clear educational aims and values which are consistent with the school aim of high quality teaching and learning.	Essential
3.2	Ability to engage in cooperative working to help the team achieve its goals	Essential
3.3	Ability to filter, judge and act decisively	Essential
3.4	Ability to operate effectively when working under pressure	Essential
3.5	The ability to motivate and inspire students and colleagues	Essential
3.6	Ability to develop strong professional relationships with young people which impact positively on their achievements	Essential
3.7	Willingness to contribute to the wider life of the school	Essential
3.8	Excellent punctuality and attendance record	Essential
3.9	A firm commitment to and ability to adhere to the school's race equality and cultural diversity policy in all aspects of the post	Essential