

Job Description for Teacher of English

Responsible to: Head of Department/ Head of Year (form tutor role)

Working Time: 195 days / 1265 hours per year (Full time, or Part-time equivalent). We will consider part-time applications.

Pay: MPS

Contract length: Permanent

Job Purpose:

- To communicate infectious enthusiasm for your subject and a passion for every student to fulfil their potential whatever their starting point and level of ability
- To fulfil the expectations of the Teacher Standards in the context of being a teacher as part of a Subject team.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student progress and attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Principal Responsibilities

To meet all requirements of the Teacher Standards as exemplified by the responsibilities listed below:

Teaching & Learning:

- To teach students according to their educational needs, including the setting and marking of differentiated work to be carried out by the student in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, snapshot reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of students
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study
- To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, faculty and school procedures

Manchester Road, Macclesfield, Cheshire SK10 2EE

Tel: 01625 610220 www.tytheringtonschool.co.uk email: info@tytheringtonschool.co.uk



- To mark, grade and give written/verbal and diagnostic feedback as required.
- Please visit the Teacher Standards website:
<https://www.gov.uk/government/collections/teachers-standards>

Operational / Strategic planning & Quality Assurance:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area and faculty
- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students
- To contribute to the Curriculum Area/Department's development plan and implementation.
- To plan and prepare courses and lessons
- To contribute to the whole school's planning activities
- To help to implement school quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the subject area in line with school procedures
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Curriculum Provision and Development:

- To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives
- To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining//awarding bodies and our Aims and Strategic Objectives.

Staff Development, Recruitment & Wellbeing:

- To take part in the school's CPD programme
- To continue personal development including subject knowledge and teaching methods
- To engage actively in the school's appraisal process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

Communications:

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with bodies outside the school
- To follow agreed policies for communications in the school
- To contribute to the development of effective subject links with external agencies.

Care Guidance and Support:

- To follow the school's policy in respect of safeguarding and child protection and ensure the Health and Safety of students.
- To promote the general progress and well-being of individual students and of the Tutor Group

Manchester Road, Macclesfield, Cheshire SK10 2EE
Tel: 01625 610220 www.tytheringtonschool.co.uk email: info@tytheringtonschool.co.uk



- To liaise with a Head of Year to ensure implementation of the school's behaviour policy to ensure high standards of behaviour, attendance and appearance
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate with the parents of students concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the school behaviour policy in lessons so that effective learning can take place

General Duties:

- To play a full part in the life of the school community by supporting its distinctive aims and values and to encourage students to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

To apply:

- Please write a response to the following in no more than two sides of A4 using Arial 11 point sized font: **"Describe the strategies and techniques that you have used to encourage, motivate and inspire middle attaining students. How did this approach help the students to increase their self-confidence and develop the drive to reach their full potential in English. Evaluate the successes and setbacks that you experienced and describe how this has made you a better teacher."**
- Please complete a Tytherington School Teaching Application Form.
- Completed applications should be return to Helen Brady (HR and Payroll Manager) by email: hbrady@tytheringtonschool.co.uk

Closing date for applications: Friday 14th December 2018 at 4pm. There will be a one day interview process to be held on **Wednesday 19th December**. Further details will be provided to candidates invited for interview.

December 2018

Manchester Road, Macclesfield, Cheshire SK10 2EE
 Tel: 01625 610220 www.tytheringtonschool.co.uk email: info@tytheringtonschool.co.uk

