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| **Key Focus** |
| To teach pupils across the full age and ability range present in the school in order to ensure the highest possible standards of pupil achievement, personal development and well-being. |

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| **Key areas of Responsibility and Accountability** |
| **High standards of teaching, learning and student progress** |
| * Standards of student progress and achievement in classes taught. * Contributing to development of a shared departmental vision for the highest quality of learning and teaching within the department. * Contributing to the annual English Department development plan, based on a programme of departmental self- evaluation which sets priorities and targets for curriculum development and student progress. * Contributing to the planning and development of schemes of work which meet the learning needs of all students as directed by the Head of English. * The use of data relating to student progress and performance to set targets for and monitor the progress of the students and classes taught. * The regular marking and assessment of student work. * The management of behaviour and its impact on learning within classes taught. * Participating and assisting in additional activities which enhance student learning within the department such as trips and visits in normal curriculum time. |
| **Communications and liaison** |
| * Effective communication/consultation with parents regarding student progress in classes taught. * Attendance at and contribution to school liaison and marketing activities e.g. Open Evening/Open Day. * Attendance at Departmental meetings. |
| **General** |
| * To act as a Form Tutor as required. * To play a full role in the life of the school community, supporting its mission statement and aims. * Perform duties and discharge responsibilities in a manner commensurate with the TDA Core Standards for Teachers and, as appropriate, Standards for Post-threshold Teachers. |
| **Duties** |
| * The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in job, commensurate with salary and job title. |

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| **Person Specification** | |
| **Personal qualities** | * Relates well to students. * Listens effectively and is sensitive to the views of others. * Ability to articulate personal values in relation to education and subject. * Commitment to curriculum enrichment activities. * Commitment to equal opportunities. * Excellent interpersonal skills. * Good sense of humour. |
| **Professional attributes** | * High expectations of learners and a commitment to ensuring they achieve their full potential. * Aware of professional duties. * Ability to work in a team. * Ability to reflect upon and improve practice. * Knowledge of the new national curriculum. |
| **Professional knowledge and understanding** | * Good subject knowledge. * Understanding of effective teaching and learning strategies and the role of assessment in the learning process. * Keen to try out new ideas and practices. * Ability to develop students’ literacy, numeracy and ICT skills. |
| **Professional Qualifications** | * New Qualified Teacher. * Qualified Teacher status or equivalent. * Recent participation in relevant in-service training and further professional study. |

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| **Reporting to:** | Head of MFL |
| **Grade:** | NQT/TMS |

*Safeguarding and promoting the welfare of children is integral to effective management in our school. This school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will therefore be subject to Disclosure and Barring Service (DBS) checks where appropriate along with other relevant employment checks.*