

JOB DESCRIPTION – TEACHER OF ENGLISH

Salary Scale:

Inner London Pay Scale

Section A: Main Responsibilities of the Post

1. Teach a range of classes in accordance with the contact ratio for the post.
2. Be responsible for the progress and welfare of students both as a classroom teacher and as a tutor or co-tutor.

Section B: Accountable to

Director of Learning

Section C: Accountable for

None

Section D: Key Accountabilities and Tasks

I School Vision and Ethos

Accountabilities	Tasks
I.1 Contribution to the promotion and maintenance of a shared school ethos of respect for learning and achievement, underpinned by high expectations for behaviour	<p>I.1.i Demonstrate high professional standards at all times.</p> <p>I.1.ii Maintain good order and discipline at all times and promote amongst students an understanding and appreciation of the school's behaviour policy.</p> <p>I.1.iii Implement the school's equal opportunities policies.</p> <p>I.1.iv Follow departmental and school policies and contribute to the delivery of the 5 <i>Every Child Matters</i> outcomes.</p> <p>I.1.v Attend school events as appropriate to develop and promote the school's aims and ethos.</p>
I.2 Contribution to ongoing strategic whole school development	<p>I.2.i Contribute to the creation of the school development and action plans as appropriate.</p> <p>I.2.ii Support the school's aim as a former specialist Arts College of promoting a creative ethos within the school in which all staff and students are encouraged to develop their skills and talents.</p>
I.3 Development and maintenance of effective professional relationships within and beyond the school	<p>I.3.i Participate in the agreed systems for the performance management of teachers.</p> <p>I.3.ii Communicate effectively with parents and carers in supporting the learning of students, including attendance at relevant parent-teacher consultation meetings.</p> <p>I.3.iii Attend relevant LA meetings and events and Develop links with outside agencies and organisations as appropriate.</p>

2. Learning and Teaching

Accountabilities	Tasks
2.1 Implementation of agreed aspects of the school's work to improve learning and teaching leading to sustained high achievement and attainment	<p>2.1.i Promote the development of high quality teaching and learning in line with the school development plan and National Curriculum requirements.</p> <p>2.1.ii Keep abreast of current developments in the teaching and learning of English</p> <p>2.1.iii Participate in the preparation and assessment of students for public</p>

	<p>examinations.</p> <p>2.1.iv Carry out the role of form tutor to a high standard in accordance with school policy.</p>
2.2 Responsibility for contributing to the analysis of student attainment data to ensure the continuous improvement of student achievement	<p>2.3.i Teach students according to their individual educational needs, including the setting and marking of classwork and homework.</p> <p>2.3.ii Assess, record and report on students' progress and attainment and their personal and social development in line with school and department policy.</p>

3. Administration, Accommodation, Finance and Resources

Accountabilities	Tasks
3.1 Shared responsibility for the efficient running of the school through effective administration and communication at all levels	<p>3.1.i Participate in relevant meetings relating to the curriculum, administration or organisation of the school and liaise with colleagues as appropriate.</p> <p>3.1.ii Undertake supervisory duties in accordance with published duty rotas</p> <p>3.1.iii Perform other duties commensurate with the status of the post as may from time to time be determined by the headteacher</p>
3.3 Responsibility for ensuring that facilities and resources in the are used efficiently and that high standards of health and safety, security and maintenance are maintained at all times	<p>3.3.i Contribute to the development and maintenance of schemes of work and teaching resources to support high quality curriculum delivery</p> <p>3.3.ii Manage the efficient use and maintenance of accommodation and facilities in the curriculum area</p> <p>3.3.ii Ensure that high standards of health and safety are adhered to at all times and that accommodation and resources are kept appropriately secure</p>

It is understood that the need to consider any major change in the manner and scope of responsibilities mentioned above will be recognised by negotiation between the holder and the Headteacher.

PERSON SPECIFICATION – TEACHER OF ENGLISH

A: Application

I: Interview

T: Task

R: Reference

QUALIFICATIONS	
• Graduate	A
• Qualified teacher status	A
EXPERIENCE	
• Proven successful experience of teaching across the age and ability range and of raising student achievement (teaching practice can provide evidence of such experience)	A / I / R
• Evidence of interest in curriculum development	A / I / R
• Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	A / I
SKILLS	
• Excellent communication skills at all levels orally and in writing	A / I / T
• Excellent ICT skills	A / I / T
BEHAVIOURS	
• Proven competence in Working independently as part of a team	R
• Proven competence in Working in a positive and energising manner	R
• Proven competence in Showing grace under pressure / leading and managing change	R
• Proven competence in Problem solving	R
• Proven competence in Achieving successful outcomes	R
• A satisfactory health, punctuality and attendance record *	R *
COMMITMENTS	
• Proven commitment to ensuring that the principles and policies of equal opportunities deliver excellent outcomes for all members of the school community	A / I / T / R
• Commitment to the community ethos of the school	I
• Commitment to your own continuing professional development	A

* This information will only be requested post-offer of employment