

**Convent of Jesus and Mary Language College**

**Job Description:** Teacher of English

**Contract type:**  full time in September 2018 permanent contract

**Location:** Crownhill Road, Willesden, London NW10 4EP

**Postholder:** Vacancy

**Scale:** Main pay range / Upper pay range

**Date:** June 2018

**Mission Statement**

*With God’s Grace we excel and lead*

**School aims:**

We aim to provide a school experience which:

* In its breadth introduces each student to the fullness of a life rooted in the love of God, the values of our Foundress St. Claudine and the values of the Gospels.
* In its balance establishes attitudes which produce a concern for truth and respect for all others.
* In its relevance enables each and every student to make her positive contribution to society and live a good and happy life shaped by dignity and faith.
* Respects the uniqueness of each individual regardless of gender, ethnicity, faith, social background or ability.

**Purpose:**

1. To uphold and promote the faith values and Catholic life of the school.
2. To participate in and support the Liturgical life of the school.
3. To plan, prepare, resource and deliver the highest quality lessons and learning opportunities for students within an ordered, purposeful, positive and calm environment.
4. To deliver quality first-wave teaching to students of all abilities and aptitudes, providing differentiated materials and tasks, modelling and scaffolding appropriately method and best practice.
5. To set and mark work and homework that stretches and challenges students and enables good and better progress to be secured.
6. To provide care and support for students, promoting their safety and wellbeing at all times, instilling in them confidence and raising self-esteem.
7. To meet all the requirements set out in the Teachers’ Standards and, where applicable, the post-threshold standards.
8. To support the aims and mission of the school by carrying out all assigned duties effectively and efficiently.
9. To fulfil the role of Form Tutor or Associate Tutor as deployed within the school’s pastoral structure.
10. To support the department/faculty participating in and, where appropriate, leading extracurricular groups, clubs and societies.
11. To support the wider education and enrichment of students by participating in educational visits.

**Planning, Resourcing and Teaching:**

1. To begin every lesson with the sign of the cross followed by either a teacher-led or student-led prayer.
2. To take an accurate register for every lesson.
3. To devise, resource and set engaging starter or warm-up activities to begin each lesson.
4. To ground the learning of each lesson firmly in clearly communicated learning objectives and identified shared outcomes.
5. To plan high quality and differentiated learning opportunities based on department agreed syllabuses and schemes of work.
6. To contribute to the devising of schemes of work.
7. To prepare differentiated materials to cater for the promotion of effective learning for students of all abilities.
8. To set relevant homework tasks and post on the school’s online portal for homework each week, ensuring students record that homework has been set in their planners, following up on completion and issuing sanctions where non- completion or lateness of homework occurs.
9. To introduce and model new concepts and provide appropriate scaffolds for students.
10. To promote literacy and oracy skills through effective question and answer and discussion activities.
11. To promote numeracy skills where appropriate.
12. To promote good time management in students when answering exam questions and attempting timed tasks.
13. To utilise and develop a range of pedagogies appropriate to the needs of students, that has the most impact on improving and securing rapid progress and achieving depth of learning.
14. To ensure the teaching area has bright, engaging and attractive displays that are kept up to date.
15. To ensure the climate for learning is warm and positive and encourages positive attitudes and working relationships.
16. To plan an effective plenary drawing together the learning for the lesson and enabling the students to consolidate the progress made.

**Marking, Assessing and Reporting:**

1. To mark students’ work in accordance with the school and department policy.
2. To utilise a range of methods of providing quality feedback to students that impacts on their learning and progress.
3. To keep an accurate mark book and records of outcomes for each student in tests and assessments.
4. To know where each student is in terms of progress and grade and plan using this data.
5. To enter assessment data and meaningful comments on student performance where required in the assessment and reporting cycle.
6. To meet all deadlines in relation to entering data and completing reports.
7. To provide summary reports for Heads of Year, the SENCO and Senior Leadership Team on individual students as required.

**Classroom Management and Promoting Good Behaviour:**

1. To instil high standards of discipline and positive behaviour for learning.
2. To use the school behaviour policy consistently.
3. To reward students and use praise and encouragement.
4. To meet and greet students at the door wherever possible, manage an orderly and calm entry to lessons and to dismiss students at the end of lessons on time and in a well ordered and controlled manner.
5. To insist on the schoolwide expectation of excellent manners, politeness and respect at all times.
6. To sign and complete student reports giving an accurate grade and reflection of their attitude and conduct in the lesson.

**CPD and Communication:**

1. To attend, participate in and positively contribute to scheduled meetings.
2. To attend and engage in INSET days and Twilight training programmes.
3. To attend staff briefings and pastoral team briefings each week as scheduled.
4. To attend any other meetings linked to the role as invited.
5. To engage in working parties and project groups as appropriate to the role.
6. To follow the school’s Appraisal Cycle and its associated record keeping requirements.
7. To keep up to date with reading and research linked to the role of teacher and to the specialist subject.
8. To check school email every day and respond to actions and requests swiftly.
9. To abide by the school’s Acceptable Use Policy relating to use of ICT equipment and email and internet.
10. To read the weekly staff bulletin and contribute to important notices as appropriate.
11. To achieve proficiency in the use of ICT and the school data management and student administration systems: SIMS, SISRA.
12. To pass all letters to parents and other organisations to the Headmistress for approval before sending.
13. To follow and comply with the staff code of conduct at all times.
14. To maintain high standards of professionalism, promoting the school and being a positive spokesperson for the school at all times.
15. To follow all school policies and procedures.
16. To respond to parental queries and concerns within 48 hours of receipt of their communication.

**General:**

1. To maintain a well ordered and tidy classroom.
2. To provide good care and stewardship of school resources and equipment and ensure their safe storage.
3. To carry out all school procedures in terms of health and safety, safeguarding of students including emergency evacuation and lockdown.
4. To carry out allocated breaktime and end of school supervision duties, arriving on time and being active and vigilant on duty.
5. To participate in whole school events and carry out allocated associated duties.
6. To attend Parents’ Evenings of classes and year groups taught, Open Evenings, Options Fairs and other directed time activities as required.
7. To work actively to promote multi-cultural and multi ethnic equal opportunities and to celebrate the diversity in our community at all times.
8. To support the school’s charity and fundraising activities.

**Upper Pay Range:**

For those going through the threshold from main pay range to upper pay range, those on UPR1, 2 and 3 it is expected that teachers will meet and exceed the Teachers Standards and the Post-Threshold Standards. Teaching must be of the highest quality, marking kept up to date, all deadlines met, results consistency good or better in terms of students’ progress and that the teacher is clearly making a substantial and sustained contribution to the school. It is expected that post threshold staff will be required to support the development of less experienced colleagues and participate in whole school improvement projects.

All staff may be asked to carry out any other reasonable duty as directed by the Headmistress.