



Hautlieu School
Teacher of English – Job Description
Required from 1st January 2019

Job Purpose

The line manager for this post is the 'Head of English'.

In addition to the duties and responsibilities contained in "The Teachers Task" the further specific duties apply to his post:

Principal Teaching Accountabilities

1. Deliver English at GCSE, AS, A2 and IB to achieve the highest academic standards and learning opportunities and assist in the creation of and review of appropriate documentation such as Schemes of Work and policies.
2. Advise the Head of Department on issues relating to the learning and teaching of English and ensure effective resource management.
3. Follow departmental policy for effective monitoring and tracking of student progress and use assessment data to ensure all students have individual targets and are supported in all areas of their work.
4. Ensure learning and teaching programmes take account of the latest developments in education and evaluate their impact upon teaching and learning, ensuring that appropriate use is made of ICT within English teaching.
5. Attend and contribute to departmental and faculty meetings and take an appropriate share of the administrative duties of the department.
6. Assist in advising new students on the suitability of courses and assist in co-ordinating the transition between GCSE and 6th Form, including liaison with partner schools.
7. Assist in developing curriculum links with universities and other organisations to promote English within the school.
8. Undertake regular reviews of teaching practice and accompanying documentation as determined by the evaluation process of the school and department.
9. Contribute to a full programme of extra-curricula opportunities for students to develop and improve their skills in English.
10. Ensure the profile of English is raised both within the school and the wider community through networking, frequent media releases and internal announcements as directed by the Head of Department.
11. Contribute to parents' meetings, the mentoring programme, staff teams and reports and references for students as appropriate.

12. Ensure all health and safety regulations are adhered to both on and off site and that a regular programme for the inspection and maintenance of equipment is provided.
13. Be willing to undertake appropriate professional development and training as needed to keep at the leading edge of learning and teaching.
14. Undertake any other task as may be reasonably requested by the Headteacher.

PERSON SPECIFICATION

Qualification / Experience Required

- A good Honours Degree in an appropriate area
- A PGCE or BEd in Secondary Education
- Experience of using ICT within teaching programmes.
- Knowledge and understanding of contemporary developments and innovations in English teaching.
- A strong record of high student achievement

Specific Skills

- Self motivated.
- High level presentational skills, in addressing students and parents.
- Excellent teaching and learning skills.
- Excellent organisational and communication skills.
- The ability to work hard under pressure, prioritise and meet deadlines.

Personal Attributes

- Commitment to provide students with an education of the highest standard.
- Willingness to be involved in staff teams across the school.
- Awareness and understanding of the nature and needs of a selective school.
- Commitment to contribute to extra-curricular activities and educational visits.
- Energy, vision and enthusiasm to develop English/Literacy in the school.

Appendix 1:

The Teacher's Task

The DfE (Department for Education) and the representatives of the Teacher's Unions (Jersey) have agreed the following statement of the Teacher's Task in order to define more clearly the nature of teachers' employment. It is their view that in this important work of educating Jersey's children it is imperative that both teachers and Headteachers recognise the duty they owe to those children and the community. To this end the teacher is expected to maintain a professional commitment to their task and the Headteacher is pledged to a responsible and humane interpretation of this agreement.

The following provides a definition of the Teachers' Task:

1. Teach effectively to meet the needs of all pupils and to ensure discipline and safety within the school community.
2. Plan, prepare, evaluate and modify as necessary personal teaching methods, work programmes and teaching materials in accordance with the DfE curricular policies and school schemes and standards.
3. Mark and maintain records of pupils' work in accordance with DfE and school policies.
4. Promote the general progress and welfare of pupils in classes or groups or individually as part of the school's pastoral and counselling arrangements.
5. Assess and record pupils' personal and social needs, development, progress and attainment.
6. Provide or contribute to oral or written assessments and report on individual pupils and groups; consult and inform parents, co-operate with appropriate outside agencies in accordance with DfE and school policies.
7. Contribute to and participate in corporate planning, self evaluation, in-service training and professional development in assigned areas of the curriculum and pastoral arrangements; participate in related staff meetings and school events.
8. Advise colleagues, co-operate with them on teaching programmes, methods, equipment and materials within assigned areas of the curriculum ensuring that appropriate administrative tasks are undertaken.
9. Contribute and participate in the school's pastoral, tutorial and guidance arrangements and undertake an appropriate share of the organisation and conduct of parental consultation and staff meetings.
10. Contribute as required to the appointment, induction, professional development and assessment of junior colleagues, including new entrants to teaching.
11. Accept an appropriate share of the administrative and organisational tasks within the school, including providing support for teachers, undertaking additional curriculum or pastoral responsibilities or holding senior posts.

12. Ensure the safety and good order of pupils by carrying out an appropriate share of supervisions whenever pupils are authorised to be on school premises or elsewhere when the school is in session.
13. Undertaking an appropriate share of all collective responsibilities including substitution for an absent colleague subject to guaranteed non-teaching time.
14. Supervise support staff as required.
15. Order and allocate appropriate equipment and materials in accordance with DfE and school policies and schemes.
16. Co-operate as required with teachers in other schools and colleges on curricular, pastoral and administrative matters.