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**JOB DESCRIPTION**

**JOB TITLE:** Teacher of English, Interventions & Literacy

**FACULTY:** English

**RESPONSIBLE TO:** Head of Faculty

**SALARY:** TMPS

**PURPOSE:** To carry out the professional duties of a school teacher, (as specified in the Teachers’ Pay and Conditions Act), in accordance with any directions which may reasonably be given by the Headteacher or line manager designated by the Headteacher/Head of Faculty.

**KEY ACCOUNTABILITIES**:

* To teach English at Key Stages 3 and 4
* To assist in the development of programmes of study, materials and schemes of work.
* To participate in professional development programmes
* To follow school policies and procedures in respect of the duties of a classroom teacher

**KEY TASKS:**

**Teaching**

* To form effective relationships with students, teaching staff, non-teaching staff, parents and other professionals
* To teach the National Curriculum and other programmes of study effectively, mindful of the needs and responses of the students and the school’s SEND Policy
* To provide a stimulating classroom environment
* To foster good working and learning habits in students
* To provide intervention for underperforming students
* To make full use of a variety of resources, materials books and equipment

**Roles and Responsibilities**

To provide all students in the faculty with appropriate and high quality learning opportunities through:

* The planning and delivery of relevant, exciting, challenging and differentiated lessons
* Providing students with effective, relevant and regular feedback in accordance with the school’s Assessment for Learning policy
* Giving every student the opportunity to learn and progress by ensuring fair and effective behaviour management in accordance with school policy
* Tracking the progress of students taught and provide interventions as appropriate with the Head of Faculty and in consultation with other relevant staff
* Providing an inspirational and challenging learning environment
* Aiding the Head of Faculty in planning and developing schemes of work and resources appropriate to the intervention group
* Participating with out of hours learning opportunities as required
* Participating in the whole life of the school
* Following the School’s Health and Safety guidelines and complying with all school policies

**Pastoral Care and Discipline**

* To contribute to the life of the community according to the talents and skills, particularly by leading and contributing to extra-curricular activities
* To help exercise responsibility for the conduct and behaviour of students within the faculty and the school as a whole
* To participate in arrangements made for the supervision and safety of students between lessons and at the start and end of the school day
* To attend scheduled meetings with parents
* To record students’ progress and complete reports
* To maintain an up to date teaching record/diary
* To assist as required with arrangements for public and internal examinations
* To contribute to the evaluation and effectiveness of administrative routines

**Interventions & Literacy**

* Use and develop general and specialist knowledge and skills to contribute to students’ learning, progress and personal development
* To work within the framework set by the SENCO/Head of Faculty, to contribute effectively to planning and preparation of lessons.
* To undertake the interventions including selection and preparation of students’ learning activities in line with relevant professional standards
* Monitor and evaluate students’ participation and progress through application of a range of assessment techniques. Provide feedback as appropriate to all stakeholders
* Use ICT to advance students’ learning and confidence
* Organise and manage safely the learning activities, the physical teaching space and resources for which the intervention teacher has responsibility
* To support literacy development throughout the Key Stages.

**Meetings in which you will be involved**

* Staff, Faculty and professional meetings
* Twilight training sessions as appropriate
* INSET days

**Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service (DBS).**