

BISHOP CHALLONER SCHOOL JOB DESCRIPTION

Job Title: Teacher of English
Line Manager: Head of English
Accountable To: Headteacher via the Deputy Head

Job Purpose: To ensure continued delivery of excellent teaching and learning. All teachers are responsible for monitoring the academic progress, behaviour and welfare of pupils.

Reporting To:

To report regularly to the Head of Department about issues in the department.

Core Responsibilities:

- Be able to provide outstanding Pastoral Care
- To be an excellent classroom practitioner, addressing the needs of all pupils
- To ensure that the subject specification and related Schemes of Work are prepared, followed and regularly revised
- To attend meetings, where appropriate, to provide occasion for consultation and discussion of matters relating to English and its policies
- To consistently and effectively use a range of appropriate strategies for teaching and classroom management
- To promote, develop and monitor English teaching and learning strategies in the classroom using assessment to develop learning needs
- To contribute to the Annual Departmental Report according to an agreed format, included analysis of examination results
- To implement Schemes of Work to ensure the maintenance of standards, including differentiated approaches as appropriate in meeting the full range of pupil needs
- To oversee and teach the work for public examinations
- To monitor the setting, marking and moderation in line with school homework policy and internal exams.
- To ensure that a strategy is in place to identify the needs of children with SEN/SpLD and to meet the needs of the most able pupils
- To assess, record and report on the development, progress and attainment of pupils
- To ensure that appropriate examinations and assessment strategies are implemented
- To ensure that the reporting policy of the school is implemented
- To develop the implementation of ICT in teaching and learning in English as appropriate
- To organise visits to enhance the learning of English
- To have a willingness to take part in the extra-curricular life of the school, including running a club e.g. Debating with a focus on building this skill set both within and beyond the school
- To assist in the organising of competitions for the department and evening events
- To liaise with parents as appropriate
- Contribute fully to special events organised by the school
- Contribute to the positive promotion and marketing of the school in the local and wider community
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines

General Requirements and Responsibilities

- To promote and uphold the Catholic ethos of the school.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. Ensure that the school guidelines have been consulted and followed.
- To work towards and support the school vision and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success.
- To contribute to the school's programme of extra-curricular activities.
- To support and contribute to the school's responsibility for the welfare and safeguarding of students.
- To work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To engage actively in the performance review process, attend meetings and staff training.
- To promote and develop a positive ethos towards assembly and to assist the SLT with planning and visiting speakers to the school where appropriate
- To undertake other reasonable duties related to the job purpose required from time to time.
- To show commitment to a 3-18 education.

The above job description is subject to reasonable review and may be changed in line with the school's needs, following consultation with the post holder.

Personal Specification

The successful candidate will:

- Be a highly qualified enthusiastic teacher
- Have excellent professional and subject knowledge and understanding
- Have teaching experience at GCSE and A Level
- Be able to analyse data to help evaluate student achievements
- Have an ability to enthuse students
- Have high expectations and standards
- Have a sense of humour
- Be a good team player
- Have the ability to solve problems and make decisions
- Possess a positive attitude and approach to change and development
- Enjoy rising to the challenges inherent in a school environment