



ASHVILLE

HARROGATE

JOB DESCRIPTION

JOB TITLE	Teacher of English
DEPARTMENT	English
REPORTING TO	Head of English
SUPERVISORY RESPONSIBILITIES	None

SUMMARY OF JOB ROLE

Teacher of English (Literature and Language) from KS3 to KS5.

Main Duties

1

Maximise the potential of all pupils in the class.

- Know about individual learning needs or personal circumstances that may affect your teaching and pupils' learning
- Maintain a positive working atmosphere in your classes, foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.
- Teach students how to learn and think as well as to know and understand. Teach the strategies needed to pass exams.
- Teach according to Departmental schemes of work, with lessons appropriately planned to take account of the students in your class or set.
- Ensure that prep/homework and holiday work is appropriately set.
- Mark accurately and constructively according to school guidelines. Keep clear records of pupil attendance and performance according to school guidelines.
- Set and mark work for classes in the event of your absence.
- Ensure that pupils' efforts are properly rewarded.

	<ul style="list-style-type: none"> • Maintain a stimulating educational environment in your classroom.
2	<p><u>Tutor pupils within your form and guide them individually through their education and towards higher education or employment</u></p> <ul style="list-style-type: none"> • Register form groups daily in line with national legislation and school policy • Review pupils' academic effort and attainment every half term, using standard national and school indicators (effort grades, exam results etc.). • Co-ordinate additional work if required • Support their wider development by attending plays, concerts, matches, etc. in which they appear. • Ensure members of your form are informed about option choices, education and UCAS opportunities, taking advantage of the school UCAS and work experience staff.
3	<p><u>Contribute to the work of the Department</u></p> <ul style="list-style-type: none"> • Contribute to department documentation, the construction and review of Department schemes of work, sets of resources and departmental administration • Share resources and ideas, and disseminate examples of good practice • Attend department meetings • Act as an advocate of the department and advise pupils about option choices at the appropriate times • Provide written reports to contribute to school references • Keep school and department resources so they are used efficiently and stored securely. • Contribute to the setting, management, marking and administration of internal and external exams • Organise and take part in departmental trips and visits • Work with the SEN department to organise any pupil support. • Contribute to revision sessions as appropriate
4	<p><u>Contribution to the all-round education that the School offers</u></p> <ul style="list-style-type: none"> • Contribute to the extra-curricular programme • Contribute to extra-curricular activities for boarders
5	<p><u>Contribute to the corporate life of the school</u></p> <ul style="list-style-type: none"> • Uphold the school ethos and rules, taking due regard for professional standards and advice from senior staff • Take responsibility for the behaviour of pupils directly in your care and at other times if the situation warrants. Apply any school sanctions consistently and with due regard for natural justice. • Help colleagues who may experience difficulties in their role. • Take part in duties as may be reasonably directed by the school's management • Contribute to the spiritual life of the school by attending Assembly and occasionally contributing to assemblies

	<ul style="list-style-type: none"> • Attend staff meetings • Complete administrative tasks according to deadlines and with due regard for colleagues.
6	<p><u>Foster your own professional development</u></p> <ul style="list-style-type: none"> • Take part in Staff Induction, Staff Appraisal, Professional Development and INSET events. • Maintain an up-to-date knowledge of your subject and associated pedagogy through reading and further training. • Attend staff working groups to develop good practice.
7	<p><u>Communicate with parents</u></p> <ul style="list-style-type: none"> • Write reports according to the school's time schedule and format. • Attend Parents Meetings. • Communicate clearly and promptly with parents if requested. • Reports include specific targets and strategies for pupil's development.
8	<p><u>Promote the College</u></p> <ul style="list-style-type: none"> • Act as an advocate for the College both in and out of school. • Contribute to marketing publications. • Contribute to marketing events and Open Days.
9	<p><u>Understand the importance of Safeguarding in education</u></p> <p>In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead.</p>
10	<p>Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.</p>

SKILLS AND QUALIFICATIONS REQUIRED

Degree

PGCE

Relevant experience (though applications from NQTs are welcomed)

Prepared By	Human Resources
Date	20 th January 2015
Authorised By	Headmaster
Reviewed On	March 2018