**Job Description**

**Reporting To:**

Head of Department

The post would be suitable for an experienced teacher or newly qualified teacher with a willingness to drive innovation and a familiarity with lower school, GCSE and A level specifications, ideally those studied at Pocklington School.

**Child Protection**

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation’s Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school’s Designated Safeguarding Lead or to the Headmaster.

October 2017

**TEacher OF ENGLISH**



The Teacher of English has responsibility for the following:

* Designing, developing and delivery of effective provision for the English Literature and English Language curriculums
* Implementing agreed strategies to improve, monitor and evaluate teaching and learning standards within the curriculum
* Accountability for their area’s examination results and responsibility for coordinating appropriate intervention where necessary

**In addition you are also required to meet the following:**

**Key Tasks and Responsibilities of a Teacher**

**Classroom Subject Teaching**

* Classroom Routine
	+ adherence to school marking and homework policies for all pupils
	+ submission of all marks, grades and reports by stated deadlines
	+ maintenance of good order and discipline in classes
	+ monitoring of attendance and follow-up of all absence
	+ maintenance of timings in classroom periods and in all other school activities
	+ full and orderly maintenance of a mark book for each class
* Classroom Atmosphere
	+ motivation and encouragement of all pupils within a purposeful classroom atmosphere
	+ a willingness to assist pupils when they face difficulties in any reasonable way (this would include reasonable individual or group help outside lessons but would not include regular additional tutoring arranged with the head of department and parents)
* A Professional Approach
	+ courtesy with pupils, parents and colleagues
	+ a calm and objective approach whenever there is a need to criticise or reprimand pupils
	+ professional standards in demeanour and dress

**Pastoral Responsibilities**

Assistance in pastoral responsibilities, normally in the role of tutor

 

**Upholding of School Rules**

**Sport, Societies and Activities**

* + a reasonable level of involvement with sport, societies or other activities in lunchtimes, after school or at other times
	+ involvement in school holiday activities or trips is not normally expected, although such involvement may often be something teachers may wish to participate in, and is always welcome

**Administrative and Organisational Tasks**

* + where requested, a reasonable level of school administrative or organisational tasks
	+ attendance at parents’ evenings, staff meetings and other events as required

 **Duty Rosters**

Duty staff rosters as directed by the Professional Development Director.

**Hours of Work**

Teaching staff are expected to arrive for work in plenty of time before the beginning of the school day and to begin all lessons promptly. Saturday is a working day.

**Salary Scales**

Pocklington School has its own salary scales, the details of which can be discussed with the Headmaster at interview.

**Person Specification for a Teacher**

**Personal Qualities**

* A commitment to the ethos and aims of the school
* An ability to innovate, enthuse and use your own initiative
* An ability to maintain appropriate and supportive relationships with children, parents and staff
* A positive attitude to the use of authority and maintaining good behaviour standards
* An ability to work as part of a team/with colleagues
* A strong enthusiasm for teaching
* An ability to reflect upon own performance
* A good sense of humour
* A flexible approach to working environment
* An enjoyment of working with children/young people
* A willingness to be fully involved in the life of the school and contribute to activities both in and outside the department

**Qualifications**

* Qualified Teacher Status/Postgraduate teaching qualification
* Good honours degree in English-related discipline
* Commitment to ongoing personal development and training

**Experience**

* Either teaching practice during qualification or previous employment at an 11-18 school
* Capability to teach full ability range
* Successful track record in delivering pupil success
* Experience of teaching GCSE English Literature and GCSE English Language
* Experience of teaching A Level English Language would be an advantage

**Knowledge & Skills**

* Excellent interpersonal skills
* Ability to command respect of pupils
* Good organisational and communication skills
* Awareness of National Curriculum requirements and GCSE/A level specifications
* Awareness of current thinking in education
* Excellent classroom practitioner