



SHREWSBURY HOUSE SCHOOL

Job Description for Post of Teacher of English (Maternity Cover)

Shrewsbury House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	Job Title: Job Purpose: Reporting line:	Teacher of English (Years 5, 7, 8) Teach allocated pupils by planning teaching to achieve progression of learning Head of Department; Deputy Head, Academic; Headmaster
Key tasks and responsibilities:		
Planning, Teaching and Class Management	<ul style="list-style-type: none"> • identifying clear teaching objectives and specifying how they will be taught and assessed; • setting tasks which challenge pupils and ensure high levels of interest; • setting appropriate and demanding expectations; • setting clear targets, building on prior attainment; • identifying and meeting the needs of SEND or very able pupils; • providing clear structures for lessons maintaining pace, motivation and challenge; • assessing, recording and reporting on the development, progress and attainment of pupils to inform future planning; • ensuring effective teaching and best use of available time; • maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and dress; • using a variety of teaching methods to: match approach to content, structure information, present a set of key ideas and use appropriate vocabulary; 	

	<ul style="list-style-type: none"> • using effective questioning, listen carefully to pupils, give attention to errors and misconceptions; • selecting appropriate learning resources and develop study skills through library, I.C.T. and other sources; • ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; • evaluating own teaching critically to improve effectiveness; • ensuring the effective and efficient deployment of classroom support; • encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively; • using a variety of teaching strategies which take account of pupils' needs.
Monitoring, Assessment, Recording, Reporting	<ul style="list-style-type: none"> • assess how well learning objectives have been achieved and use them to improve specific aspects of teaching; • mark and monitor pupils' work and set targets for progress; • assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving; • prepare and present informative subject reports to parents.
Curriculum Development	<ul style="list-style-type: none"> • as a team member, contribute to the curriculum.
School Trust	<ul style="list-style-type: none"> • Support the aims and core values of the Trust and adhere to all policies and procedures; • To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents' evenings and major school events; • To develop and maintain professional, productive relationships with all staff members; • To be aware of equal opportunities and to demonstrate these principles in all aspects of work; • To understand the Trust's health and safety policy and to work within its guidelines; • To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties; • Any other reasonable project or duty assigned by your Line Manager or Headmaster.

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Headmaster to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Headmaster and member of staff.

Teacher:	
Headmaster:	
Date:	