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| | Role | Teacher of English |
| | Accountable to: | Head of Department, Headmistress |
| 1. | Teaching | <p>Having regard to the curriculum for the school</p> <ul style="list-style-type: none"> • Planning and preparing courses and lessons • Teaching, according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupils in school and elsewhere • Assessing, recording and reporting on the development, progress and attainment of pupils • Organising and participating in extra-curricular activities |
| 2. | Accountabilities | <p>Teaching and learning <i>Having regard to the curriculum, plan and teach challenging, well-organised lessons and sequences of lessons, informed by secure subject knowledge, specifically by:</i></p> <ol style="list-style-type: none"> a. Using an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and expectations and are designed to raise levels of attainment b. Building on the prior knowledge and attainment of earlier learning in order that learners meet their learning objectives and make sustained progress c. Developing ways to encourage, challenge and inspire pupils to apply new knowledge, understanding and skills and deepen them further. d. Using language appropriate to learners, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively e. Managing the learning of individuals, groups and whole classes effectively, using teaching techniques appropriate to suit the stage of the lesson and the needs of learners f. Maintain an up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential, incorporating these in the planning and delivery of lessons g. Assessing, recording and reporting on the development, progress and attainment of pupils h. Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements i. With reference to learners' individual learning objectives, planning, setting, supporting and assessing classwork, homework and other out-of-class assignments and coursework for examinations, where appropriate and reasonable, to sustain learners' progress and to extend and consolidate their learning |

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| | | <p>j. Contributing as appropriate to the development of schemes of work and adhering to schemes of work when planning and teaching</p> <p>k. Knowing and implementing the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to public examinations and qualifications</p> <p>l. Organising the classroom and learning resources and creating displays to encourage a positive learning environment</p> <p>m. Participating with the line manager in using GDST and national statistics to monitor the progress of pupils and raise levels of attainment</p> <p>n. Providing pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils' progress, attainment and areas for development</p> <p>o. Working collaboratively across the department, school and the GDST network</p> <p>p. Managing pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy</p> <p>q. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations</p> <p>Pastoral <i>Work with colleagues to create a positive culture of pupil welfare and behaviour, including taking an active role in pastoral matters, by:</i></p> <p>a. Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils</p> <p>b. Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services</p> <p>c. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere</p> <p>d. Acting as Form Teacher</p> <p>e. Liaising with appropriate Head of Year, attending pastoral meetings when necessary</p> <p>f. Leading and participating in Assemblies</p> <p>Marketing and external links, including public occasions <i>Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community, where possible, by:</i></p> <p>a. Actively participating in educational outreach and promoting the key stage, phase or department within the school community to encourage pupils' interest in the subject area or school</p> <p>b. Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils</p> |
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| | | <p>Management and administration</p> <p><i>Undertake administrative and organisational tasks related to the duties of teaching and to ensure the smooth running of classes and the department by:</i></p> <ul style="list-style-type: none"> a. Contributing to the professional development of other teachers and support staff, including the induction and assessment of new teachers b. Coordinating or supervising the work of those who provide support for teachers in the department (i.e. technicians or teaching assistants), where required c. Taking part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school d. Ordering and allocating of equipment and materials where required <p>Training and development of self and others</p> <p><i>Maintain an up-to-date knowledge and understanding of all aspects of teaching and pedagogy by:</i></p> <ul style="list-style-type: none"> a. Reviewing own methods of teaching and programmes of work b. Evaluating own performance and being committed to improving own practice through appropriate training and professional development c. With the line manager, engage actively in any process of appraisal or performance review for self and for those supervised |
| General requirements | | <p>All teaching staff are expected to:</p> <ul style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan b. Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with students, colleagues, parents and any external personnel c. Adhere to school and GDST policies, as amended from time to time, and as set out in GDST Council Regulations, ORACLE and GDST circulars d. Contribute towards organising, participating in or delivering on the school's programme of extra-curricular activities e. In accordance with GDST policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils f. Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head g. Carry out lunchtime duties - supervising pupils at lunch, as |

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| | <p>reasonable</p> <p>h. Attend all relevant parents' meetings, which may take place in the evening</p> <p>i. Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school</p> <p>j. Carry out such other associated duties as are reasonably assigned by the Head</p> |
| Review and amendment | This job description should be seen as enabling rather than restrictive and will be subject to regular review, in consultation with the recognised trade union. |

| Person Specification Criteria | <i>Essential or desirable</i> |
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| Education and training | |
| <ul style="list-style-type: none"> Educated to degree level standard or equivalent | Essential |
| <ul style="list-style-type: none"> Working knowledge of Microsoft Office, including Word, Excel, PowerPoint, Autograph and interactive whiteboards | Essential |
| <ul style="list-style-type: none"> Good written and spoken English | Essential |
| <ul style="list-style-type: none"> Proficiency/proven track record in teaching and achieving good results with students of all ages | Essential |
| Experience | |
| <ul style="list-style-type: none"> Teaching 'A' level English | Desirable |
| Special abilities and aptitudes | |
| <ul style="list-style-type: none"> Ability to work effectively as a member of the departmental teams | Essential |
| <ul style="list-style-type: none"> Helpful, problem-solving nature | Essential |
| <ul style="list-style-type: none"> Able to work on own initiative | Essential |
| <ul style="list-style-type: none"> Willing to learn new skills and lead new initiatives, be adaptable | Essential |
| <ul style="list-style-type: none"> Good interpersonal skills including the ability to relate well to people on all levels | Essential |
| <ul style="list-style-type: none"> Good organisational and administrative skills, with the ability to remain calm under pressure and work to deadlines | Essential |
| Other requirements | |
| <ul style="list-style-type: none"> Suitable to work with children in accordance with the GDST safeguarding policy and subject to enhanced CRB disclosure | Essential |