

## ALTRINCHAM COLLEGE JOB DESCRIPTION

**Job title:** Classroom Teacher: English

**Job Purpose:** To deliver high quality teaching and learning within an atmosphere that allows every child to fulfil their potential.  
To promote the general progress and well-being of assigned students.

**Accountable to:** Head of Department/Headteacher

**Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live, and are empowered to make informed and positive life choices.**

### **Duties and Responsibilities:**

In addition to the responsibilities of a class teacher as set out in the school teachers' pay and conditions document, the following will be undertaken:

**Altrincham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

## **1. Teaching and Learning**

### **1.1 Planning**

- 1.1a planning teaching to achieve progression in students' learning through:
  - i) identifying clear teaching objectives and content, appropriate to the subject matter and the students being taught, and specifying how these will be taught and assessed
  - ii) setting tasks for whole class, individual and group work, including homework, which challenge students and ensure high levels of pupil interest
  - iii) setting appropriate and demanding expectations for students' learning, motivation and presentation of work
  - iv) setting clear targets for students' learning, building on prior attainment, and ensuring that students are aware of the substances and purpose of what they are asked to do
  - v) identifying students who:
    - have special educational needs, including specific learning difficulties
    - are very able
    - are not yet fluent in English
    - are disadvantagedand knowing where to get help in order to give positive and targeted support.
- 1.1b providing clear structures for lessons, and for sequences of lessons in the short, medium and longer term, which maintain pace, motivation and challenge for students
- 1.1c making effective use of assessment information on students' attainment and progress in teaching and in planning future lessons and sequences of lessons
- 1.1d planning opportunities to contribute to students' personal, spiritual, moral, social, aesthetic and cultural development and opportunities to promote good citizenship
- 1.1e where applicable, ensuring coverage of the relevant examination syllabuses and National Curriculum programmes of study.

## 1.2 Teaching and Class Management

- 1.2a ensuring effective teaching of whole classes, and of groups and individuals within the whole class setting, so that teaching objectives are met, and best use is made of available teaching time
- 1.2b monitoring and intervening when teaching to ensure sound learning and discipline
- 1.2c establishing and maintaining a purposeful working atmosphere
- 1.2d setting high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships
- 1.2e establishing a safe environment which supports learning and in which students feel secure and confident
- 1.2f using teaching methods, which sustain the momentum of students' work and keep all students engaged
- 1.2g being familiar with the SEN Code of Practice on the identification and assessment of special educational needs and, as part of the responsibilities under the Code, implementing and keeping records on individual education plans (IEPS) for students at Action Plus and above
- 1.2h ensuring that students acquire and consolidate knowledge, skills and understanding in the subject
- 1.2i evaluating her/his own teaching critically and uses this to improve effectiveness.

## 2. **Accountability**

- 2.1 assessing how well learning objectives have been achieved and using this assessment to improve specific aspects of teaching
- 2.2 marking and monitoring students' assigned classwork and homework, providing constructive oral and written feedback, and setting targets for students' progress
- 2.3 assessing and recording each pupil's progress systematically, including through focused observation, questioning, testing and marking, and use these records to:
  - (i) check that students have understood and completed the work set
  - (ii) monitor strengths and weaknesses and use the information gained as a basis for purposeful intervention in pupil's learning
  - (iii) inform planning
  - (iv) check that students continue to make demonstrable progress in their acquisition of the knowledge, skills and understanding of the subject
- 2.4 being familiar with the statutory assessment and reporting requirements and preparing and presenting informative reports to parents
- 2.5 where applicable, understanding the expected demands of students in relation to each relevant level description or end of Key Stage description, and the demands of the syllabuses and course requirements for GCSE and other Key Stage 4 courses;
- 2.6 where applicable, understanding and knowing how to implement the assessment requirements of current qualifications
- 2.7 recognising the level at which a pupil is achieving, and assessing students consistently against attainment targets, where applicable, if necessary with guidance from an experienced teacher
- 2.8 understanding and knowing how national, local comparative and school data, including National Curriculum test data, where applicable, can be used to set clear targets for students' achievement
- 2.9 using different kinds of assessment appropriately for different purposes, including National Curriculum and other standardised tests, and baseline assessment where relevant.

## 3. **Whole School**

- 3.1 promoting the general progress and well-being of students

- 3.2 contributing to students' personal, spiritual, moral, social, aesthetic and cultural development and promotes good citizenship
  - 3.3 providing guidance and advice to students on emotional, vocational and social matters
  - 3.4 supervising students in line with school supervision policy maintaining good order and discipline among students and safeguarding their health and safety both in school and when they are engaged in authorised activities elsewhere
  - 3.5 recognising the value of work across the curriculum and working with, and supporting colleagues, attending meetings as requested by the Head
  - 3.6 supervising, and so far as is practicable, teaching students whose teacher is not available to teach them in line with school, local and national agreements
  - 3.7 participating in examination procedures and arrangements for supervision of such examinations
  - 3.8 registering the attendance of students
  - 3.9 recognising the value of extra curricula activities and participating where appropriate
  - 3.10 following and promoting school policies and procedures.
4. Undertake such duties as may from time to time be reasonably assigned by the Headteacher operating within the provision of the School Teachers' Pay and Conditions of Employment.

**Hours of work:** Subject to the School Teachers' Pay and Conditions Document 2009

**Rate of pay:** Subject to the School Teachers' Pay and Conditions Document 2009

**Review:**

This job description is not necessarily a comprehensive definition. It will be reviewed annually and when appropriate. It may be subject to change or modification at any time after consultation.

## **Specific job role: Teacher of English (KS3, KS4 and KS5)**

The English department is committed to high standards and works collaboratively to achieve outstanding student outcomes. The department consists of four full-time and three part-time members of staff. The department is extremely well resourced and achieves excellent results with all students studying English Literature and Language at GCSE level. Both subjects are also very popular high achieving A Level options in our Sixth Form.

In Year 7 classes start as mixed ability with some broad setting introduced through the year. As students progress through KS3, further banding takes place and at KS4, all students are in mixed ability groups. We seek to appoint a teacher who is keen and able to work with students across the entire ability range.

### **The Post**

This is an exciting opportunity for a committed, ambitious, highly motivated and well qualified teacher to join us within our English Department. This post offers the opportunity to work in a great school working alongside a hugely talented and supportive staff team.

The successful applicant will be required to teach across the complete ability range, covering Key Stages 3, 4 and 5. The ability to teach AQA A Level English Literature and/or Language is heavily desirable. Your experience and expertise will be able to promote and encourage students to thrive in their English Language and Literature studies. A commitment to your own CPD, through the development and application of innovative teaching and learning practices, will support the philosophy of the department.