St Edmund Arrowsmith Catholic High School

Prepare the way of the Lord

JOB DESCRIPTION: Teacher of English

JOB TITLE: Teacher of English

ACCOUNTABLE TO: The Head of Department; Headteacher and SLT Team; Governing Body

MAIN PURPOSE: To contribute to the work of the English Department in maximising the achievement of all pupils

SALARY/GRADE: QTPS

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for teachers as contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

Teacher of English will:

- Deliver engaging and motivating lessons to students across all Key Stages.
- Use the whole school behaviour policy in setting high standards and expectations for all pupils.
- Produce high quality resources and take part in the creation of new schemes of work.
- Identify and differentiate for groups of learners within your teaching groups.
- Use ICT and other learning technology in the planning and delivery of lessons.
- Use the schools own ICT system to track progress through assessment and reporting within own teaching groups.
- Regularly mark and feedback to students in line with the department marking and feedback policy
- Take part in the whole school and department work scrutiny exercises.
- Engage in and contribute to the self-evaluation review processes within the department.
- Monitor the progression of all pupils in own teaching groups.
- Identify pupils at risk of underachievement in liaison with the HOD, Assistant Heads of Department and Post-Holder and then ensure that appropriate interventions are in place.
- Work as part of the team in supporting department members in spreading and sharing good practice.
- Attend and where appropriate contribute to departmental meetings and weekly briefing.
- Be willing to attend relevant courses/conferences that will stimulate and enhance the role of Teacher of Computing and the wider role within the school community.
- Uphold and promote the school's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.

MAIN RESPONSIBILITIES:
The specific nature and balance of these responsibilities will vary according to the needs of the English Department. The teacher of English will be directed by the Head of Department to the necessary responsibilities depending upon the needs of the department.

1. Teaching:

- Provide an excellent environment and culture for learning in the classroom.
- Ensure own practice is of a high standard and continue to develop your professional skills and knowledge.
- To develop and deliver innovative schemes of learning and assessment in line with new specifications, curriculum requirements and related pedagogy.
- To promote and inspire learners through planning which takes into account the needs and progress of all, creativity in the classroom, vocational support and Assessment for Learning.
- Actively seek student voice/feedback to raise standards.
- To involve the Higher Level Teaching Assistant in planning to provide high quality individual support with targeted intervention.
- To ensure Health and Safety standards are met and risk assessments carried out and recorded

2. Achievement and Standards:

- Continually assess pupil progress.
- To provide pupils and parents with high quality feedback in order to drive attainment
- To use available data including IEPs to plan, review and monitor progress of all pupils in order to promote rigorous improvement of attainment
- Promote equality of performance and achievement of all pupils and pupil groups.

3. Other Specific Responsibilities:

- To take on the role of form tutor.
- To carry out other professional duties in line with the teaching standards.
- To promote actively the school's corporate policies.
- To actively engage in the staff and school review and development process.
- To carry out other responsibilities as determined by the Headteacher, following negotiation.
- To participate in all school open evenings and other appropriate calendared events.
- To contribute to the school's wide and varied extra-curricular programme.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.

The applicant will be required to safeguard and promote the welfare of children and young people.