



Job Description English Teacher

Job Title:	English Teacher	Department/Group:	English
Line Manager:	Head of English	Salary Range	£29,664 - £48,244
Start date:	September 2019	Contract Type	Permanent

Job Description

Main purpose of this role

Under the overall direction of the Headteacher carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a Teacher/Form Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

Teaching responsibilities

- To teach English to groups of students from all abilities across the school
- To ensure that all lessons are planned with clear aims and objectives.
- To ensure that all lessons are delivered in line with the departmental schemes of work and school policies.
- To take into account the differing ability lessons of students and differentiate work accordingly.
- To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.
- To ensure that all students are known by name and that the classroom atmosphere is positive at all times.
- To encourage and foster intellectual curiosity.
- To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.
- To check that all subject matter is effectively communicated and understood by all groups of students.
- To set appropriate tasks and challenges for homework according to the published timetable, and ensure that it is regularly marked with constructive feedback.
- To keep careful records of student progress in line with departmental and school policy.
- To ensure that there is a high standard of display work in the classroom, which is changed frequently.
- To keep work areas tidy and well organised.



- To attend scheduled meetings in the English Department and school.
- To work with colleagues in the English Department to formulate plans which have coherence and relevance to the needs of the individual students and to the aims and objectives of RGTS
- To ensure that all work in the English Department reflects the distinctive ethos of RGTS.

Personal responsibilities

- To continue own personal development in accordance with the School's Performance Management cycle.
- To undertake Performance Management according to the school's PM schedule.
- To set appropriate work for classes within English during any periods of absence and make sure that the work is thoroughly reviewed on return.
- To promote teamwork within the English Department.
- To participate in the School's ITT programme if required.
- To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies.
- To carry out the normal duties of teachers as set out in the Teachers' Pay and Conditions Document.
- To read and adhere to all procedures as set out in the Staff Handbook.
- To carry out a share of supervisory duties in accordance with normal school schedules.
- To participate in appropriate meetings with colleagues and parents.
- To carry out any other duties which may be reasonably required by the Headteacher.
- To enforce the school's behaviour and uniform policies on a daily basis.

Additional Requirements

The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Governing Body is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.



Quality Assurance

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy

Communications, Marketing and Liaison

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.

Assessment, Feedback and Tracking:

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow department monitoring and tracking systems relating to students attainment, progress and achievement
- Mark, grade and give written/verbal and diagnostic feedback as required
- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- Complete the relevant documentation to assist in the tracking of students
- To follow department policy regarding department tracking of student progress and use information to inform learning and teaching
- Follow setting and co-ordinating assessment arrangements in Mathematics at all Key Stages, and in all areas as required by school policies, including standardising those assessments

Staff Development

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- Participate in whole school CPD programmes



- To take part in the staff development programme by participating in arrangements for further training and professional development.

Student Support and Progress

- To be a Form Tutor to an assigned group of students if and when required
- To promote the general progress and well-being of individual students and the Tutor Group as a whole
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support systems
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and other reports as required
- To alert the appropriate staff to problems experienced by students
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHE and citizenship and enterprise according to school policy
- To apply the Behaviour for Learning policy so that effective learning can take place
- Meet with students over whom there are concerns and contact home where necessary in conjunction with student support team and department heads

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Qualification criteria

- Qualified English Teacher/English NQT
- UK QTS is essential
- Graded 'Good' or 'Outstanding' in recent lesson observations
- Strong subject knowledge of KS3 & KS4 English is essential
- Passion for English and Teaching

Reviewed By:		Date:	
Approved By:	Deputy Headteacher	Date:	February 2019
Last Updated By:		Date	



Person Specification

Knowledge and Experience	Essential	Desirable
Qualified to at least degree level in subject area and/or good A levels, or the equivalent.	✓	
Record of high quality teaching and evidence of supporting students to make expected progress.	✓	
Successful teaching experience at secondary level (can be teaching practice).	✓	
Understanding of theory and practice of effective teaching and learning.	✓	
Understanding of how the most able students learn.		
Understanding of the importance of having high expectations for all students, both of behaviour and academic achievement.	✓	
Understanding of inclusive provision and practices which offer equality of access to the curriculum for all students, including special educational needs and English as an additional language.	✓	
Knowledge and experience of writing lesson plans, developing resources and assessing students work.	✓	
Understanding the importance of being a Tutor	✓	
Successful teaching experience at secondary level (can be teaching practice).	✓	
Experience in Multi-ethnic urban schools.		✓
Experience of supporting applications		✓
Skills and Abilities	Essential	Desirable
The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff.	✓	
Good level of ICT skills.	✓	
The ability to create a motivating and safe learning environment for all students.	✓	
Good communication skills both writing and speaking.	✓	
Ability to lead and manage own work effectively and take responsibility for own professional development.	✓	
Ability to carry out the job description.	✓	
Excellent time management skills and the ability to prioritise and meet deadlines under pressure.	✓	
Ability to inspire students, raise their aspirations and to support high level learning	✓	
Ability to use resources (incl ICT) innovatively.		✓
Personal Qualities	Essential	Desirable
Passion for teaching own subject specialism.	✓	
Enthusiasm for and commitment to the achievement of the Sixth Form's overall vision for success at all levels.	✓	
Commitment to contributing to Sixth Form life as a whole and willingness to be involved with clubs and community projects.	✓	
A positive approach to hard work.	✓	
A positive role model for students.	✓	
Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.	✓	