**St Peter’s RC High School**

**Job Description and Person Specification**

**JOB DESCRIPTION**

**TITLE OF POST** Teacher of English

**SALARY** Main teacher scale (possible TLR depending on experience)

**RELATIONSHIPS** Ultimate Responsibility

To the Governors through the Headteacher

Immediate Responsibility

To the Headteacher through the deputy Headteachers

**MAIN CONTACTS**

1. Head of faculty
2. The leadership team
3. Members of the faculty
4. All members of staff and parents / carers
5. All external partners

**MAIN PURPOSE OF THE JOB**

* To work as a member of the English departmental team
* To deliver engaging lessons that promote a positive learning environment that encourages all students to achieve their potential
* To endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the governors and the Headteacher
* Committed to safeguarding and promoting the welfare of children and young persons and to share in the corporate responsibility for the education and well-being of all pupils in accord with the school policies

**MAIN TASKS**

1. **Curriculum Organisation and Delivery**
   1. To ensure that your teaching of English lessons is outstanding
   2. A teaching commitment within the general framework of the school timetable based essentially, but not exclusively within the department
   3. To develop, along with appropriate colleagues, lesson plans, resources and schemes of work, designed to meet the needs of all pupils, with particular reference to the National Curriculum and developments in literacy, numeracy and ICT
   4. To monitor the progress of all pupils taught within the subject area ensuring high standards of work, providing oral and written reports to the Head of department on a regular basis
   5. To ensure effective liaison with learning support department for pupils with special educational needs and to seek to make appropriate provision
   6. To work closely with the Head of department in the implementation and development of new curriculum initiatives

# Staff Development

* 1. To fulfill the main professional duties as per the general job description of subject teacher and form teacher according to the school’s policies and structure

# 3 Management

* 1. To contribute to a departmental plan as part of the school improvement plan, ensuring the development of strategies to evaluate the plan
  2. To have responsibility for monitoring and maintaining the learning environment

# 4 Assessment and Monitoring

* 1. To follow the Assessment Policy within the department which reflects the school's mission statement and whole school policy on assessment
  2. To implement the departmental policy regarding homework in conformity with the school's policy, and informing parents as appropriate
  3. To assess and monitor the progress of students in your classes and apply appropriate intervention strategies to encourage them to meet targets

**5. Information Communication Technology**

* 1. To assume responsibility for care and security of ICT hardware and software in your classroom and adhere to the school’s Acceptable Use policy
  2. To receive appropriate INSET in the relevant use of ICT in the curriculum area
  3. To use the school’s VLE, new software and ICT techniques to improve pupils’ outcomes

**6. Equal opportunities Policy**

* 1. Promote equal opportunities in all aspects of responsibility according to the school’s aims and objectives

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

* + to play a significant and prominent role in the spiritual life of the school community;
  + to maintain a high standard of discipline, appearance, punctuality and commitment in all pupils;
  + to promote parental and community involvement in the life and work of the school, including attending parental consultation evenings and other curriculum events published in the school calendar

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the Headteacher and the teacher concerned, reasonable changes may be made

This job description should be read in conjunction with the statutory conditions of the latest School Teachers’ Pay and Conditions Document

**PERSON SPECIFICATION**

Listed below are the requirements, which are considered necessary for the post. In your application, please address each of the areas **asterisked**, giving details of your experience together with examples of how you have undertaken tasks, which illustrate clearly that you have the relevant experience, abilities, skills, knowledge and commitment for the post

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| --- | --- | --- | --- |
|  | **ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** | |
| **1.** | **Training, Qualifications, Experience:** |  |
|  | to be a qualified English teacher | Application Form |
|  | to take part in extra-curricular activities | Application Form |
|  | to have successfully undertaken appropriate safeguarding training | Application Form |
|  | to have recent experience of teaching children in the secondary age range | Application Form |
|  | to have recent experience of professional development and self-awareness of professional needs | Application Form |
|  | to be able to teach English to GCSE | Application Form |
|  | to have a proven track record for achieving outcomes | Application Form |
| **2.** | **Interpersonal Skills:**  ***To be able to communicate and co-operate effectively by:*** |  |
|  | being aware of the need to develop appropriate social values and standards | Interview |
|  | making use of speaking and listening skills in different teaching contexts | Interview |
|  | establishing and maintaining good relationships, in particular with students, parents and colleagues | Interview |
| **3.** | **Management and Organisation:**  ***To be able to manage and organise effectively by:*** |  |
|  | matching the teaching to the students' individual needs | Lesson observation |
|  | working collaboratively within the team of teachers and in the classroom | Interview /  Application Form |
|  | using a variety of teaching styles, including individual, group and whole class approaches | Interview /  Application Form |

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| --- | --- | --- | --- |
|  | planning and, organising the curriculum to the appropriate level | Interview /  Application Form | |
|  | creating a purposeful, orderly, supportive and stimulating environment for students’ learning | Interview /  Application Form | |
| **4.** | **Curriculum:**  ***To be able to teach effectively and ensure continuity by:*** |  | |
|  | promoting the social, cultural, spiritual and moral development of all students | Interview /  Application Form | |
|  | demonstrating clear current knowledge in the relevant subject | Interview /  Application Form | |
|  | planning, developing and monitoring appropriate learning activities | Interview /  Application Form | |
|  | understanding that the role of the school is to provide effective education for all students | Interview /  Application Form | |
|  | being aware of the need to maximise the potential of ICT as an aid to learning | Interview /  Application Form | |
|  | assessing, recording and reporting on students’ learning | Interview /  Application Form | |
| **5.** | **Special Knowledge:**  ***Understanding and awareness of:*** |  |
|  | the learning, social, cultural and pastoral needs of students in urban schools | Interview /  Application Form |
|  | the principles and practices of equal opportunities and the various cultures served by schools in urban areas | Interview /  Application Form |
| **6.** | **Work Related Circumstances**  ***Commitment to:*** |  |
|  | the school’s Equal Opportunities Policy | Interview /  Application Form |
|  | developing the role of parents and carers as partners in their children’s education | Interview /  Application Form |