Job Description

Post: Teacher of English

Responsible to: Head of Department

Salary scale: Main Pay Scale

Location: Forest Gate Community School

Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

Main responsibilities of the post

- Teaching high quality, engaging, well-planned and differentiated lessons that are rich in the use of Assessment for Learning
- To comply with the range of duties and responsibilities of teachers as set out in the current School Teachers' Pay and Conditions document

Specific responsibilities

Strategic Leadership

- Under the direction of the Head of Faculty, to develop effective practice that has a positive impact on the learning experience of all students in Key Stage 3 and Key Stage 4 and contributes to raising standards of attainment, behaviour and achievement
- Working in partnership with the Head of Faculty to set tasks which challenge students and ensure high levels of interest

Operational role

- Take an active part in faculty meetings and attend other meetings where appropriate
- Maintain and update comprehensive records, including updating the DPR system regularly
- Manage resources to ensure effectiveness and value for money
- Ensure that student data about attendance, behaviour, and participation in extended and enrichment activities is collected, collated and deployed effectively
- Ensure that student data about progress, attainment and achievement is used effectively to improve student outcomes
- Keep records of students' attendance, classwork and homework
- Be responsible for the room(s) in which he or she teaches with regard to appearance and display, and for resources and equipment as appropriate
- Sharing in the faculty's work in curriculum development with regard to courses of study, teaching materials and methodologies used
- Undertaking additional administrative duties as directed by the Head of Faculty

- To undertake the role of form tutor for students in a given form group

Quality and Standards

- Prepare reports for staff and governors where necessary
- Contribute to the school's monitoring and evaluation processes
- Adhere to all agreed Departmental/Faculty and Whole School policies e.g. Feedback, DPR assignments (homework), S.E.N., and Equal Opportunities
- Participate in public and internal examination arrangements as well as other assessment programmes
- Have a working knowledge of teachers' professional duties and legal liabilities and adhere to the teachers standards
- Take responsibility for own professional development and duties in relation to school policies and practices

Teaching and Learning

- Teaching assigned classes appropriately, according to their needs. This includes the setting, live marking and assessing of classwork, DPR assignments (homework), projects and visits, where appropriate
- Act as a role model in the provision of high quality teaching, learning and assessment
- Contribute to the school's monitoring and evaluation processes
- Endeavour to give every child the opportunity to reach their potential and meet high expectations

Staff, Resources and Accommodation

- Support colleagues in the exercise of their responsibilities in the faculty
- Take an active part in line management
- Ensure the appropriate standards of care among students in relation to the faculty and school environment

Community

- Ensure effective dialogue and liaison with parents/carers, external agencies and partner organisations and ensure positive relationships with members of the wider community
- Represent the school as required
- Develop links with other schools, colleges and learning providers as appropriate

General

- Maintain a high profile in the faculty
- Support school functions as appropriate
- Contribute to the development and implementation of the department development plan and action plans
- Participate in the school's arrangements for assemblies and other events
- Undertake self-review and engage in regular Performance Management as required
- Establish effective working relationships and set a good example through personal presentation and professional conduct

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Head Teacher.

This Job Description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.