

**RICKMANSWORTH SCHOOL**

**JOB DESCRIPTION**

**Post Title:** Teacher of English and Film Studies

**Salary**: MPS/UPS + Fringe Allowance

**Hours**: Full-Time, Permanent

**Responsible to:** Subject Leader/Head of Faculty

Rickmansworth School is a mixed 11-18 School. The School operates within an equal opportunities policy which emphasises a positive education for boys and girls and members of all communities.

It is expected that the post holder will carry out her/his responsibilities within this framework.

Job descriptions are subject to review and amendment.

Main responsibility:

Teaching well prepared, engaging lessons across all Key Stages within the School and acting as a form tutor to a group of students, thereby becoming the first point of contact with home.

**Teaching and Learning**

* Teach at the times and places as designated by the School timetable.
* Teach students using a variety of teaching and learning strategies, ensuring that lessons are stimulating, differentiated and delivered at pace.
* Be responsible and accountable for the learning and progress of every student taught.
* Set homework for all students according to the homework timetable and ensure that this is marked and recorded in line with school policies.
* Assess regularly using the School policy, record these assessments when and where appropriate and ensure that AFL practice within the classroom allows all students to make good progress.
* Write a formal report at least once a year for every student taught and provide grades as and when directed by the School’s assessment policy.
* To contribute to department planning for learning, this includes writing schemes of work or long-term plans and creating and sharing resources.

**Communication**

* Liaise with the appropriate person (subject Leader, Form Tutor, Director of Learning, SENCO etc) when a student’s achievement or behaviour becomes a cause for concern. In the latter case following the agreed procedures in the School’s Behaviour Policy.
* Respond to request for information (for example, updates on behaviour or academic progress) about particular students, as necessary.
* Work with Learning Support Assistants and Technicians as necessary to ensure that all students have the best possible opportunity to learn.
* Attend Parents’ Consultation Evenings and other meetings set out in the directed time calendar.
* Maintain an accurate register of students in lessons and form tutor times.
* Pass on appropriate information to students from the Student Bulletin and other sources

**Tutoring**

* Monitor the overall academic progress of each student in the tutor group.
* Ensure that students are aware of and follow the School’s Behaviour Policy, Code of Conduct and that students are aware of the behaviour expectations, rewards and sanctions.
* Monitor, regularly, that uniform requirements and standards of students’ personal appearance are adhered to, taking appropriate action when necessary.
* Check, regularly, the use of student planners and promote strategies for good personal organisation and homework completion. Receive and initial student absence letters and then pass these on to reception via the register.
* Be the first point of contact for parents and teachers for matters relating to members of the tutor group.
* Attend assemblies, escorting and managing the orderly behaviour of students on their way to and during assembly.
* Carry out the duties of a form tutor as laid out in the Staff Handbook.

**General Duties**

* Take part in the school’s performance management process.
* To ensure that principles of equality are followed at all times in relationships with staff and students.
* To carry out supervisory duties before and after school and at break-time in accordance with the published rota.
* Adhere to all school policies and procedures.
* Work towards meeting the school aims and ambitions as set out in the Strategic Plan, School Development Plan and Department Development Plan.
* Undertake any reasonable duties related to the job purpose and within the remit of the conditions of service set out in the Schoolteacher’s Pay and Conditions document.
* Play an active role in the school’s self evaluation process.
* Work within the School’s Health and Safety policy and safeguarding Code of Conduct to help create a safe working environment for staff, students and visitors.
* To ensure that at all times you are aware of and adhere to the Teacher’s Professional Standards and that you seek to actively engage with your learning and development as a teacher.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

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This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer. Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974. Application forms and details can be obtained from the website, by calling the School on 01923 726917 or by email to khughes@rickmansworth.herts.sch.uk

*The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people*



**Person Specification: Teacher of English and Film Studies**

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| **Qualifications, knowledge and experience**  |
|  | **Essential or Desirable:** | **Measured by:** |
| Degree in appropriate subject area  | Essential | Application  |
| DCFS recognised teaching qualification  | Essential | Application  |
| Excellent knowledge of subject and the way that students learn it  | Essential | Observed lesson  |
| Evidence of continuing professional development  | Desirable | Application  |
| Knowledge and ability in the use of ICT in teaching to enhance learning of students.  | Desirable | Interview  |
| Clear rationale for the value of their subject within education and the wider community  | Desirable | Presentation Interview  |
| The experience of teaching at Key Stage3, 4 and 5  | Desirable |  |
| **Skills and capabilities**  |
| Needed to teach at KS3, KS4 and KS5  | Essential | Application  |
| To enthuse students by teaching imaginatively, employing a variety of teaching styles  | Essential | Observed lesson  |
| To create a positive, inclusive learning environment  | Essential | Observed lesson  |
| To differentiate teaching so that the learning of all students is addressed  | Essential | Observed lesson  |
| To plan lessons in such a way that all students in the class learn effectively  | Essential | Observed lesson  |
| To manage the behaviour of students effectively  | Essential | Observed lesson  |
| **Personal Qualities** |
| Enthusiastic and approachable  | Essential | Interview  |
| Willingness to contribute to extra-curricular work  | Desirable | Application Interview  |
| Good interpersonal skills with students and colleagues  | Essential | Interview Observed lesson  |
| Ability to remain calm under pressure  | Desirable |  |
| Ability to prioritise and manage time  | Desirable | Interview Observed lesson  |
| High expectations of students and their behaviour  | Essential | Observed lesson Application Interview  |
| Hardworking and conscientious  | Essential | Interview |