**JOB DESCRIPTION**

**Our Vision –** *This job role will play a critical part in enabling the School to achieve its vision:*

**Excellence as a habit, not an action.**

**Excellence in who we are, Excellence in what we do, Excellence in our service of others.**

*The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment*.

**Job Title:** Teacher of English.

**Status of the Post:** F/T or P/T, permanent

**Main Duties and Responsibilities**

The English Teacher will be an integral part of the English Department having high expectations of all pupils.

* Be accountable to the Head of the English Department
* Follow school policies to maintain a safe and stimulating classroom environment.
* Extend professional understanding of what makes an effective learning environment and act on the advice of the Head of Department to improve it as required.
* Set targets for pupils in line with school policy and support the high expectations that the school has for all pupils to achieve well.
* Be able to measure and record pupil progress, attainment and outcomes in line with school policies.
* Evaluate pupil progress, attainment and outcomes and adapt future lesson plans to reflect the needs of all the pupils.
* Complete planning, preparation and assessment tasks on time.
* Plan lessons that challenge all pupils.
* Follow the school marking policy and set up systems that enable pupils to respond to feedback.
* Always self-evaluate; have a growth mind set and actively seek to improve.
* Teach lessons that engage the pupils’ interests and foster their enthusiasm for learning
* Actively promote tolerance and love for all in lessons
* Have a clear understanding of the needs of all pupils, including those with special educational needs; those with high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage, challenge and support.
* Prepare for pupil progress meetings and produce reports as required using formative and summative assessments to inform your judgement on how well a pupil is making progress
* Communicate to the pupils and parents what they have achieved and what they need to do next to improve by following the school marking policy
* Always have high expectations of pupils in both academic challenge and behaviour for learning.
* Develop effective working relationships with pupils.
* Contribute to the pastoral care of students by taking on the role of form tutor

**Job Requirement**

The Job Requirement provides a guide to and general description of the duties and responsibilities associated with this role. It is not exhaustive and therefore you should be willing to undertake any other tasks as may be reasonably requested.

**Health and Safety Responsibilities**

In accordance with the provisions of the Health and Safety at Work Act 1974 it is the responsibility of the post holder to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the School Bursar, Principals, Governors and staff to enable them to perform or comply with its duties under statutory health and safety provision.

**Review and amendment**

This job description will be reviewed at least once a year and may be subject to modification at any time after consultation with the post holder.

**Person Specification: Teacher of English**

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| **Qualifications** | **Essential** | **Desirable** |
| Educated to degree level or equivalent | ✓ |  |
| Qualified Teacher Status | ✓ |  |
| Able to teach English up to GCSE and/or A level | ✓ |  |
| **Experience and Skills** | **Essential** | **Desirable** |
| A talented, innovative and ambitious subject practitioner | ✓ |  |
| An outstanding teacher with a proven track record of achieving the highest standards | ✓ |  |
| Experience of improving students’ outcomes | ✓ |  |
| Experience of effective quality improvement within a school environment |  | ✓ |
| Understanding of innovative approaches to teaching and learning |  | ✓ |
| Experience as a form tutor and/or pastoral work | ✓ |  |
| Ability to organize pupil activities |  | ✓ |
| A willingness to participate in the school extensive co-curricular programme | ✓ |  |
| Knowledge and understanding of schools’ statutory responsibilities regarding safeguarding and the needs of students with SEND | ✓ |  |
| Well-developed interpersonal and organizational skills and the ability to work collaboratively | ✓ |  |
| **Teaching and Learning** | **Essential** | **Desirable** |
| Full of enthusiasm for teaching and learning and wanting to inspire both students and staff | ✓ |  |
| Outstanding learning secured for students through outstanding teaching and a calm, orderly environment | ✓ |  |
| Positive relationships with students that support good emotional health and excellent behaviour and attitudes | ✓ |  |
| Willing to contribute to the school’s co-curricular programme | ✓ |  |
| Strong organizational skills | ✓ |  |
| A deep commitment to the safeguarding and wellbeing of all students | ✓ |  |
| **Vision and Strategy** | **Essential** | **Desirable** |
| Vision and values aligned with the school’s high aspirations and high expectations for children, staff and families | ✓ |  |
| Willingness to engage with parents in order to encourage their close involvement in the education of the children | ✓ |  |
| Flexible approach both in time and managing a varied workload  Able to manage time effectively to meet deadlines | ✓ |  |
| **Leading Relationships with Stakeholders** | **Essential** | **Desirable** |
| Commitment to working with others to secure the best outcomes for children | ✓ |  |
| **Work Related Personal Qualities** | **Essential** | **Desirable** |
| Demonstrate personal enthusiasm and commitment to subject aimed at making a positive difference to children and young people | ✓ |  |
| Demonstrate personal and professional integrity, including modelling values and vision | ✓ |  |
| Commitment to support the aims of the school | ✓ |  |
| Maintaining a sense of perspective and a good sense of humour | ✓ |  |
| Evidence of commitment to an understanding of collective responsibility | ✓ |  |
| Commitment to support the Catholic ethos of the school | ✓ |  |

*The Marist School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*