



KOINONIA FEDERATION CLASS TEACHER JOB DESCRIPTION

Job Title	Teacher of English & A Level Media Studies	Location	Greenwich Peninsula
Reports to	Head of English Director of C&H Faculty Head of Sixth Form Principal Executive Co-Headteachers	Function/Faculty	Creative & Health

Purpose	To be responsible for teaching and to carry out the professional duties of a teacher as defined in the Schoolteacher's Pay and Conditions Document.
Scope	<ul style="list-style-type: none"> • To be responsible for the educational development of your classes, their pastoral care and to deliver the age appropriate curriculum. • To be a family group tutor. • To play an active part in the faculty to which you belong.
Key Contacts	Internal: Principal – Mr Razwan Hussain Vice Principals – Mr Tom Greenwood & Mrs Zoe Pett Head of Sixth Form Director of Faculty - Head of English – Samantha Otoo
Accountabilities <i>This statement template aims to set out the main accountabilities of the job identified above. It is in no way exhaustive and the jobholder's will be expected to carry out any other duties as required and as commensurate with their grade/level in the Federation and subject to the Federation</i>	Responsibilities Teaching and Learning <ul style="list-style-type: none"> • To identify the needs of individual students and groups and plan differentiated and personalised activities and interventions. • To have a commitment to the students and the quality of their experiences by catering for the range of needs of all the students in the classroom. • To set homework according to the published homework timetable and to mark it in accordance with the marking policy. • To plan and review teaching strategies in order to maintain the high standards and quality of learning experiences required by individual pupils and the class as a whole.

providing any necessary training.

- To develop and maintain a high standard of classroom management, providing a stimulating, happy, safe and supportive learning environment.
- To foster positive self-esteem in pupils and hold high expectations of students' work and behaviour.
- To take responsibility for the welfare and safety of all students on roll, but specifically for the class to which you are teaching.
- To ensure that any concerns relating to safeguarding issues are forwarded to the Designated Teacher for Child Protection.

Assessment and Reporting

- To use an agreed system of recording and monitoring the progress of individual students and to report on students' progress and attainment in accordance with Federation procedures.
- To monitor students' progress through ongoing and formal assessments, keep meaningful records of achievement, and inform parents, in line with school policies.
- To prepare for and attend parents' evenings related to the classes taught and your family tutor group.
- To be accountable for the attainment and progress of individual students in your teaching groups.
- To ensure the SENCO is kept informed about the progress of pupils with SEN.

Curriculum

- To keep abreast of developments in your subject. To respond to wider Federation policies and agreed approaches (such as for citizenship, work-related learning, enterprise, literacy, numeracy and ICT) when planning the curriculum and schemes of work/lesson plans.

Classroom management

- To arrive at and begin the lesson promptly.
- To ensure orderly entry to the classroom and that basic routines are followed.
- To take a class register during the first part of the lesson.
- To implement the Federation and the curriculum team behaviour and rewards policy and to be responsible in the first instance for discipline within the classroom.
- To co-ordinate the work of support staff in the classroom

People and Relationships

- To form good relationships with parents, colleagues and school governors.
- To maintain a high level of professionalism and confidentiality inside and outside the workplace at all times.

	<p>Federation routines</p> <ul style="list-style-type: none"> • To follow all Federation and curriculum/pastoral team policies and agreed procedures. • To attend scheduled meetings (or to liaise with the Leadership Team if attendance is not possible). • To play an active part in the curriculum and pastoral teams to which you belong. • To actively engage in the approved performance management scheme and relevant INSET activities/staff meetings. • To be prepared to participate in after school activities such as clubs, discos, fundraising events, performance and school social events. • To fully support the Christian ethos of the school by promoting Christian values, participating and leading in collective worship and ensuring prayers are said at the end of the school day. • To support the Leadership Team and Governors in creating an effective all through school, carrying out any reasonable requests made by them. • To carry out all duties with due regard for health and safety at work regulations
<p>Skills, experiences, qualifications and competencies</p>	<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Have qualified teacher status • Have a successful and strong track record in secondary education and further education • Experience of teaching English at KS3/KS4 and Media at KS5 • Experience of teaching A-Level English Literature is desirable but not essential • Successful involvement in whole school strategic thinking, improvements to the curriculum, teaching and learning • Evidence of continuing professional development, research and training <p>Key Skills</p> <ul style="list-style-type: none"> • Ability to develop and maintain good personal relationships with pupils, staff, parents/carers, Governors and the wider community • Ability to work effectively with other staff members in the monitoring of learning and teaching • Ability to communicate effectively • Ability to raise achievement by use of assessment data analysis and target setting • Ability to work under pressure and meet professional deadlines • Ability to use ICT • Ability to be an outstanding classroom practitioner • Ability to maintain a high level of resilience, determination and the commitment to hard work

Standards

- Awareness of current educational developments, initiatives and research relating to secondary and primary education
- Thorough understanding of managing planning, assessment and record keeping, and how these affect optimal pupil progress
- Thorough understanding of how children learn and safeguarding legislation and safer working practices
- A sound knowledge of major curriculum issues in 11-16 and post 16 education

Personal Qualities

- To uphold the Christian values and support the Christian ethos within the federation of schools
- Commitment to raising standards of attainment and equal opportunities across the school
- Able to deal sensitively with people and manage and resolve conflict
- Have a proven commitment to positive discipline and behaviour management
- Commitment to maintain strict confidentiality
- Work well as part of a team
- Passion for excellence and ability to lead by example and encouragement
- Commitment to develop own knowledge, understanding and skills
- Enthusiastic, flexible and has commitment to the pastoral and spiritual welfare of all the staff and pupils
- To carry out the duties and responsibilities of the post in compliance with the Federation's Equal Opportunities Policy
- To maintain strict confidentiality at all times and observe General Data Protection Regulations (GDPR) when dealing with personal information where appropriate
- Observe all Federation practices relating to child protection, security, fire and emergency and Health and Safety
- To understand and comply with all relevant Federation policies
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post
- Participate in in-service training as appropriate to role
- To cover for absent colleagues and undertake other duties commensurate with the grade
- A flexible attitude to working hours is necessary as the post holder will sometimes be required to work additional hours when the pressure of work necessitates it and for events such as open evenings