Broomfield School - Job Description

Teacher of English

Line Manager	**Head of Department/Faculty**
Type of post	**Permanent – Full or part time**
Salary Scale	**Main Pay Scale/UPS as applicable**
Contracted Hours	**Full-time or part-time**

Job Purpose

- The Job Purpose is to:
    - ensure the success of all of your pupils meet or exceed their target grades and enjoying their learning,
    - ensure the highest standards of teaching and learning in your lessons to raise standards of attainment and progress to an outstanding level, including by appropriated differentiated learning for pupils,
    - ensure the highest standards of pupils' personal development and behaviour through lessons, form periods and also through extra-curricular activities,
    - to be part of staff teams motivated and working together successfully for the education of every pupil at the school,
    - ensure the highest standards of safety and welfare,
    - ensure that your classroom and learning zone is clean, tidy and attractive for pupil learning and educational enjoyment, including displays,
    - ensure that high-quality pupil work is displayed to enrich your classroom and learning zone,
    - support the Head Teacher in maximising the attainment and progress of all pupils by playing a key strategic role as an agent for change in moving the school forward through the development of the Department.

Main responsibilities

- To deliver engaging and motivating lessons to pupils and students across all Key Stages and ensure that the full potential of all pupils are realised.
- To assess the progress of your pupils regularly, to record assessment and to report to relevant people.
- To teach across all age and ability range.
- To produce high quality resources and take part in the creation of new schemes of work, taking responsibility for resources and your teaching environment.
- To contribute positively to the decision making process and planning in the Faculty/Department, and to implement those decisions.
- Liaise with Head of Faculty/Department in all matters relating to the department.

Whole school responsibilities

- To act as form tutor, attend meetings, to carry out related duties such as administration, pastoral care, and meet the social and curricular needs of pupils and students in accordance with the general job description.
- To contribute positively to the atmosphere of the whole school.
- To uphold and implement the policies and ethos of the school both in and out of the classroom as directed by the Head Teacher.
- Contribute to the whole-school dimension of your subject.
- Contribute to the school's extra-curricular provision.

Operational and strategic responsibilities:

- Deliver effectively planned and prepared lessons for assigned pupils in the designated curriculum areas in line with Department programmes of work, the individual needs of pupils and the programmes of other departments as appropriate.
- Take part in the implementation of national and school policies within the Department.

- Set homework appropriate to the needs of each pupil and student in line with whole school schemes of work and Department/school policy.
- Assess, record, review, report on any reward and achievements of pupils and students in line with policy and Department procedures.
- Management of pupils' progression, including the implementation of the school's Inclusion and SEN policies.
- Track the progress of pupils within assigned teaching and tutorial groups.
- Make a significant contribution to the effective day to day management of the school, including carrying out supervisory duties.
- Working with staff as necessary with regard to the welfare and discipline of children.
- Implementation of the school's policies and procedures, for example Inclusion; Health and Safety, Child protection & Safeguarding, Good Practice Guide, etc.
- To teach in a way that is consistent with school and department policies.

Raising standards

- Implement common standards of good practice for the effective teaching and learning within your lessons.
- Be supportive of extra-curricular activity within the Department.
- Liaise with classroom support staff in the planning and preparation of appropriate programmes and resources to support pupils' individual needs.
- Implement the school's policy on rewards and sanctions and to contribute to the promotion of good order and a disciplined working environment throughout the school.
- Ensuring that your teaching room presents an attractive and stimulating environment.

Communications

- Attend Faculty/Departmental meetings as necessary.
- Liaise fully with team members over all relevant issues.
- Support the school's policy in ensuring that all reports to parents/carers are produced to a high standard and meet the agreed timescales.
- Ensure effective communication as appropriate with parents/carers and relevant external bodies.

Pastoral responsibilities

- Take responsibility for safeguarding and promoting the welfare of pupils.
- Promote, monitor and support the overall progress, well-being and development of assigned pupils.
- Evaluate and monitor the progress of assigned pupils and keep up-to-date pupil records as may be required.
- Implement the school's Conduct Code to ensure that effective learning takes place.

Teaching

- Undertake an appropriate programme of teaching within the school, ensuring a high quality learning experience for pupils.
- Assess, record analyse and report on the progress, development and attainment of; to keep such records as are required.
- Ensure that ICT, literacy and numeracy are reflected in the teaching/learning experience of pupils.
- Develop and use a variety of delivery methods which will stimulate learning appropriate to pupils' needs and the demands of Department schemes of learning.
- Provide oral and written assessments, reports and references relating to individual and groups of pupils.
- Maintain discipline in accordance with school policy and to encourage high standards with regard to punctuality, behaviour, standards of work and completion of homework

Additional responsibilities

- Support for non-specialist staff in your lessons.
- Assist with Department Quality Assurance.

In undertaking this role, the post holder shall ensure that all duties are carried out with due regard to the school's Safeguarding, Health and Safety and other school policies and procedures.

Equality and Diversity
The School has a strong commitment to achieving equality in its service to pupils, students, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety
The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Corporate Health and Safety Responsibilities
All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

- understanding the hazards in the work they undertake,
- following safety rules and procedures,
- using work equipment, personal protective equipment, substances, and safety devices correctly,
- working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the School by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks,
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager. Employees shall read the School's Health & Safety policy to understand their responsibilities as an employee.

Information Security
In order to protect the confidentiality, integrity and availability of School's information, including information provided by pupils, students, parents, partner organisations and other third parties, where applicable, employees will comply with the School's Information Security Policy.

Commitment to Safeguarding of Children and Vulnerable Groups through safer employment practice
Broomfield School is committed to safeguarding and promoting the welfare of children and young people. Safe recruitment of staff is central to this commitment, and the School will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children and young people. All staff employed to work with or on behalf of children and young people in the School must be competent.

All staff working with Children & young people should be aware of, and share the commitment to safeguarding and promoting the welfare of children and young people when applying for posts at Broomfield School.

Generic - professional responsibilities from the *School Teachers Pay and Conditions Document, 2018, pp45-46.*

*As a t**eacher** the post holder is required to undertake the following duties.*

Teaching

50.2. Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

50.3. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

50.4. Participate in arrangements for preparing pupils for external examinations.

Whole school organisation, strategy and development

50.5. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

50.6. Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

50.7. Subject to paragraph 52.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline

50.8. Promote the safety and well-being of pupils.

50.9. Maintain good order and discipline among pupils.

Management of staff and resources

50.10. Direct and supervise support staff assigned to them and, where appropriate, other teachers.

50.11. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

50.12. Deploy resources delegated to them.

Professional development

50.13. Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

50.14. Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

50.15. Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

50.16. Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Please Note: This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. **The post requires clearance by Disclosure and Barring Service (Enhanced Disclosure).**

PERSON SPECIFICATION: Teacher of English	Essential	Desirable	Evidenced by
Qualifications			
A good degree from a recognised university either in the UK or overseas. A PGCE or equivalent teaching qualification. QTS.	✓		Application
Relevant professional development.		✓	Application
Evidence of further study/research, particularly in the field of education.		✓	Application
A comparable amount of training and experience may be substituted for the minimum qualifications			
Experience			
Experience of having responsibility for some aspect of work within the department e.g. managing coursework assignments.		✓	Interview
Proven record of delivering successful classroom experience in a multicultural school.	✓		Interview
Experience in a pastoral role.		✓	Interview
Knowledge and Skills			
Evidence of keeping abreast of current education issues; an awareness of current educational legislation and developments in the subject/s of this department.	✓		Application/Interview
Excellent knowledge of current curriculum issues and developments as related to the subject/s of this department.	✓		Application/Interview
A thorough knowledge and understanding of strategies to meet the needs of a wide range of learners.	✓		Application/Interview
Experience/knowledge of how children learn with evidence to show how this can be effectively translated into classroom practice.	✓		Application/Interview
Good knowledge of the latest digital technology and how it can enhance learning and communication.	✓		Application/Interview
Excellent knowledge of the National Curriculum in respect of the subject/s of this department.	✓		Application/Interview
Ability to use data to inform on interventions for maximising achievement.	✓		Application/Interview
Good knowledge of effective formative and summative Assessment methods and outstanding knowledge and application of use of a range of teaching and learning strategies, including ICT, in order to effectively engage pupils.	✓		Application/Interview
Excellent communication (Oral and written), interpersonal and organisational skills.	✓		Application/Interview
The ability to show initiative within the framework of a strong and supportive team.	✓		Application/Interview
Excellent working knowledge of the Examination Board specifications for the subject/s of this department; as well as thorough understanding of the UK examination system.	✓		Application/Interview
Ability to teach at least two subjects to GCSE level.		✓	Application/Interview
General/Personal Qualities and Characteristics			
An intellectual interest in the subject/s of this department and a passion for the subject and all it offers.	✓		Interview
Clear moral purpose with a high expectation of self and others. Good sense of humour.	✓		Interview
A strategic vision for the Spiritual, Moral, Social and Cultural dimension of **English** across the school.	✓		Interview
An excellent attendance and punctuality record.	✓		Interview
A willingness to proactively learn and develop new skills.	✓		Interview
The desire and ability to contribute towards raising achievement at department level.	✓		Interview
A commitment to high standards and expectations for self, staff and pupils.	✓		Interview
An understanding of and commitment to equal opportunities.	✓		Interview
A willingness to be involved in activities that promote the extended school agenda. Resilience and a sense of humour.	✓		Interview

End of Job Description and Person Specification.