

# Job Description: **Teacher of English**

<b><u>Responsible to</u></b>	The Principal, through the Head of English
<b><u>Allowance</u></b>	Subject to Experience
<b><u>Responsible for</u></b>	Teaching English across Years 7 to Sixth Form .
<b><u>Aim of the Post</u></b>	<ul style="list-style-type: none"><li>• To impact positively and directly on the pupil outcomes within English</li><li>• To ensure pupil entitlement to the National Curriculum in English</li></ul>
<b><u>Principal Responsibility Areas</u></b>	<p>Carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Raise standards of student attainment and achievement across all identified student groups, within English and monitor and support student progress.</li><li><input type="checkbox"/> Be accountable for student progress and development within English.</li><li><input type="checkbox"/> Ensure access to an appropriately broad, balanced and differentiated curriculum for all students studying in English, regardless of ability and background.</li><li><input type="checkbox"/> Work with the English Department to effectively manage and deploy support staff and financial and physical resources.</li></ul> <p><b>2. TEACHING RESPONSIBILITIES</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> To undertake an appropriate programme of teaching in accordance with the duties of a classroom teacher.</li></ul> <p><b>3. STRATEGIC PLANNING</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> To work with other members of the department on:  the development of English, resources, schemes of work, marking policies, assessment and teaching and learning strategies.  the day-to-day management, control and operation of course provision, including effective deployment of staff and physical</li></ul>

resources.

- ☐ To actively monitor student progress and introduce intervention where necessary.
- ☐ To keep up to date with, and implement School policies and procedures.
- ☐ To work with colleagues in all departments to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of the individual students and to the aims and objectives of Frewen College.
- ☐ To lead and manage planning within the English Department, and to ensure that all planning reflects the individual needs of the students.
- ☐ To ensure that the work in the department reflects the distinctive ethos of Frewen College.
- ☐ To develop English resources for the school VLE and introduce a department area on the VLE which develops learning outside of the classroom.

#### **4. CURRICULUM PROVISION**

- ☐ To liaise with the line manager to ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective English programme which complements the School Development Plan, School Evaluation and the ethos of Frewen College.
- ☐ To be accountable for the development and delivery of English including relevant aspects of the PSHE curriculum and the SMSC agenda.

#### **5. CURRICULUM DEVELOPMENT**

- ☐ To lead curriculum development for the department.
- ☐ To keep up to date with national developments in English and teaching practice and methodology.
- ☐ To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels.
- ☐ To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.

#### **6. STAFFING**

- ☐ To continue own personal development in accordance with the School's Appraisal cycle.
- ☐ To undertake Appraisal reviews for any staff as required.
- ☐ To make appropriate arrangements for classes within English when staff are absent and no work has been set.
- ☐ To promote teamwork within the English Department.
- ☐ To participate in the School's ITT programme if required.
- ☐ To be responsible for the day-to-day management of staff where necessary and act as a positive role model.

#### **7. QUALITY ASSURANCE**

- ☐ To ensure the effective operation of quality assurance systems.

- ☐ With the Principal and Director of Studies, to establish the process of target-setting in English and to work towards the achievement of all targets.

developing the effectiveness of teaching and learning styles across all teachers involved in the delivery.

- ☐ To contribute to Frewen College procedures for lesson observations.
- ☐ To seek and implement improvement where required.

### **8. MANAGEMENT OF INFORMATION**

- ☐ To make use of analysis and evaluation of student data.
- ☐ To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing the progress of actions taken.

### **9. COMMUNICATION**

- ☐ To ensure effective communication and consultation with parents and carers of students.
- ☐ To liaise with other schools, higher education, industry, local community groups etc. as appropriate.
- ☐ To contribute to the planning and delivery of Frewen College liaison activities

### **10. RESOURCES**

- ☐ Working with other members of the department to manage the available resources of space, staff, money and equipment efficiently; including managing the English budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
- ☐ Work with the Head of English to ensure all lessons are efficiently and accurately timetabled and roomed.

### **11. PASTORAL RESPONSIBILITIES**

- ☐ To act as a Form Tutor and carry out all of the responsibilities linked with that role.
  - ☐ To monitor and support the overall progress and development of students within their classes.
  - ☐ To monitor student attendance in lessons and ensure that follow-up procedures are put in place where necessary.
  - ☐ To contribute to the delivery of PSHE.
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- ☐ To ensure that the Frewen College Behaviour Management Policy and procedures are implemented across the English department at all times.

	<p><b>12. SCHOOL ETHOS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To play a full part in the life of Frewen College; to support its ethos and to encourage all students and staff to follow this example.</li> <li><input type="checkbox"/> Actively promote the School's policies at all times.</li> <li><input type="checkbox"/> Comply with the School's Health and Safety Policy at all times.</li> </ul> <p><b><i>To model the behaviours of a leading professional at all times, especially under challenging circumstances.</i></b></p> <p>The job description may be changed to reflect or anticipate changes in the requirements of the position which are commensurate with the job title and grade. This will always be done in consultation with the post holder.</p>
<p><b><u>General Teacher Duties</u></b></p>	<ul style="list-style-type: none"> <li>25. To carry out duties as detailed in the Teachers' (Terms and Conditions of Service) Regulations</li> <li>26. To carry out all duties in a manner which complies with: <ul style="list-style-type: none"> <li>(a) current Health and Safety Regulations</li> <li>(b) the requirements of the Children's Charter</li> <li>(c) the School's security requirements</li> <li>(d) the requirements of Frewen College's policy documents</li> </ul> </li> <li>27. To act as a Form Tutor to an assigned class and to carry out related duties in accordance with the general job description of a Form Tutor if required.</li> <li>28. To maintain high and exemplary standards in terms of preparation, classroom management, display and assessment.</li> <li>29. Ensure that a stimulating and relevant programme of study is followed for each child and high standards are achieved.</li> <li>30. To carry out a share of pupil supervisory duties including Prep, in accordance with published rosters.</li> <li>31. To participate in appropriate meetings with colleagues, parents and pupils.</li> <li>32. To implement all school policies and procedures.</li> <li>33. To play an active part in promoting the school ethos, vision, mission and values.</li> <li>34. To be responsible for the organisation and delivery of some school extra-curricular activities.</li> </ul>

	<p>35. To undertake all reasonable duties as requested by the Principal or the Deputy Principal.</p> <p>36. To perform any other key tasks which the Principal may reasonably assign.</p>
<b><u>Terms and Conditions</u></b>	<p>These duties are not necessarily comprehensive and are subject to annual amendment by the Principal after discussion with the post holder.</p> <p>In the event of these duties not being performed to the satisfaction of the Principal and Governors, the matter will be dealt with in accordance with disciplinary procedures agreed by the Principal and Governors.</p> <p>Terms and conditions of employment are set out in the Letter of Appointment/Contract.</p>

Signed: ..... Date: .....

Signed: ..... Principal

# Person Specification: **Teacher of English**

<b><u>Necessary Criteria</u></b>	<ul style="list-style-type: none"><li>• Suitable to work with children</li></ul>
<b><u>Qualifications and Experience</u></b>	<ul style="list-style-type: none"><li>• Honours Degree in English or equivalent.</li><li>• PCGE desirable but not essential.</li><li>• Specialist qualification desirable but not essential.</li><li>• Exemplary classroom practitioner.</li><li>• Teaching English at KS3 and KS4.</li><li>• Awareness of curriculum issues relating to English.</li><li>• Meeting the needs of students with Special Educational Needs.</li><li>• Awareness and promotion of the use of English in the curriculum.</li><li>• Pastoral work in a school setting.</li></ul>
<b><u>In-Service Training</u></b>	<ul style="list-style-type: none"><li>• Up to date subject and National Curriculum knowledge and skills.</li><li>• A programme of relevant recent courses undertaken.</li></ul>
<b><u>Skills</u></b>	<ul style="list-style-type: none"><li>• Good administrative skills.</li><li>• Capacity to lead and inspire pupils of all abilities.</li><li>• Ability to establish clear expectations and constructive working relationships amongst staff and pupils.</li><li>• Evidence of developing schemes of work.</li><li>• Ability to motivate and encourage participation in English activities both inside and outside the classroom.</li><li>• Proven communication, organisational and interpersonal skills.</li><li>• Ability to work effectively both as part of a team and also independently.</li></ul>
<b><u>Personal Skills and Qualities</u></b>	<ul style="list-style-type: none"><li>• Confidence, tenacity, flexibility and adaptability.</li><li>• Empathy for pupils, parents, staff and the community.</li><li>• Energy and commitment.</li><li>• A sense of humour and can-do attitude.</li></ul>