Dr Challoner's High School

Job Description –TEACHER OF ENGLISH	
Responsible to	Head of Department
Pay scale	Main Pay Scale
Terms and Conditions	Full time or 0.8

Purpose of job

1. To teach English across the curriculum
2. To participate in the development of appropriate syllabuses, materials and schemes of work
3. These responsibilities should be met by working to the guidelines set out in the job description for a standard scale teacher

Main duties and responsibilities

1. To prepare and organise lessons in accordance with an agreed syllabus and using teaching strategies and methods formulated in departmental meetings to an agreed schedule.
2. To arrive punctually at lessons and to expect and ensure well disciplined lessons.
3. To set and mark homework regularly according to school policy and in a style agreed within the department.
4. To carry out class assessments of pupils' progress and complete records according to agreed departmental grading and assessment policy.
5. To collaborate in the setting and marking of examination papers as requested by the Head of Department.
6. To complete reports/profiles on pupils' progress and achievements for the information of parents in accordance with school policy.
7. To attend Parents' evenings as required.
8. To be a Form Tutor and to complete student registration conforming to school and statutory requirements.
9. To assist the progress of pupils by encouragement and praise whenever possible and to be constructive in any comments and guidance.
10. To discuss with Heads of Department any pupil whose work is a cause for concern and to decide in consultation with him/her any further action.
11. To attend staff and department meetings as required and to carry out tasks as requested by the Head of Department.
12. To contribute to curriculum development and to maintain specialist expertise by being aware of recent developments in the subject.
13. To safeguard and promote the welfare of pupils in your care and ensure all Health and Safety regulations covering staff and pupils are complied with.
14. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
15. Contribute to the school's programme of extra-curricular activities.
16. Support and contribute to the school's responsibility for safeguarding students.
17. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
18. Work within the school's Diversity/Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
19. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

20. Engage actively in the performance management process.
21. Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
22. Undertake other reasonable duties related to the job purpose required from time to time.

General responsibilities common to all staff

1. To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
2. To comply and actively promote school policies, including Behaviour for Learning, Safeguarding, Equal Opportunities and Health and Safety.
3. To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
4. To deal with all telephone and personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
5. To participate in the School's performance management process.
6. To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
7. To undertake training and development relevant to the post.

Person Specification – TEACHER OF ENGLISH

Qualifications	1. Good honours degree (E) 2. Qualified Teaching Status (E)
Experience, Knowledge and Skills	3. Proven record of excellent teaching, with the ability and desire to inspire students to be intellectually ambitious and to achieve at the highest levels (E) 4. High standards of classroom management (E) 5. Understanding of the needs of able young women (D) 6. Strong written and oral communication skills and the confidence to work effectively with staff, students and parents (E) 7. Competent and effective user of ICT in teaching and learning and for administrative purposes (E) 8. Awareness and understanding of child protection issues, safeguarding and SEN practices (E) 9. Knowledge of current educational and curricular developments (D) 10. Ability to organise and lead trips (D) 11. Well-developed organisational skills including the ability to meet deadlines (E) 12. Knowledge of how to track student progress and the ability to give constructive feedback to maximise students' progress (E)

Other Personal Qualities	13. A real desire to increase participation in sport for all age groups (E) 14. The ability to work as part of a team and to think creatively (E) 15. Committed to professional development, with a healthy attitude to personal development and work-life balance (E) 16. Professional integrity and honesty (E) 17. Ability to demonstrate sound balanced judgement but also a willingness to ask for help (E) 18. A robust constitution and stamina including a good record of attendance and health (E) 19. Commitment to equal opportunities and the equal value of all members of the school community (E) 20. A sense of humour and a positive, 'can-do' approach, with an instinct for the fun, creative and clever (D) 21. A willingness to take appropriate risks in teaching and learning to foster a challenging and engaging learning environment (D) D = Desirable E = Essential