**JOB DESCRIPTION: Teacher of English**

**POST: Permanent**

**RESPONSIBLE TO: Principal via Head of Faculty**

**LINE MANAGED BY: Head of Faculty**

**GENERAL:**

The following are key areas of a teacher’s role but all responsibilities are outlined in the Pay and Conditions of Service Document

**ROLE:**

* To teach in the Faculty
* To promote the agreed aims and values of Crown Hills Community College
* To work as a full member of the Faculty and Pastoral Teams
* To exercise leadership and role model good practice for students
* To cover for absent colleagues when required in line with the Rarely Cover Policy
* To carry out any other reasonable task as requested by the Principal.

**KNOWLEDGE AND UNDERSTANDING:**

* Has up to date knowledge of teaching techniques and learning styles, especially in main subject specialism
* Actively keeps up to date with subject knowledge
* Takes account of relevant curriculum developments in other related areas
* Has up to date knowledge and implements national strategies and the college’s professional development of teachers

**TEACHING – PLANNING:**

* For clearly defined and accountable learning outcomes
* In the light of SoW and assessment data (especially prior learning) for that particular group
* For each of the different groups within that class – EAL, A&T, SEN, EBD, Gender etc
* To set targets for each student in the class
* For a variety of learning styles and activities, including ICT and new technologies
* To the college lesson plan format
* In collaboration with appropriate colleagues (Line Managers, peers etc)
* Plans projects with other teachers
* In the light of what skills are used in other subjects
* For literacy, numeracy, language and ICT development
* Plans homework and extension work for each group at least weekly
* For the active use of TA’s (where available)

**TEACHING – CLASSROOM MANAGEMENT:**

* Implements subject and college policies and procedures
* Takes into account the health and safety of students
* Develops good relationships with all classes, ensuring a learning environment
* Ensures an effective lesson structure, good organisation, time management and lesson pace to motivate students to progress well
* Manages individual students’ needs
* Facilitates independent learning for students

**TEACHING – ASSESSMENT:**

* Uses questioning to develop a deep understanding
* Marks in line with faculty and college policy – ensuring marking is informative and helps students to progress
* Uses peer and self-assessment in lessons with students to deepen their understanding further
* Uses subject approved mark-schemes, to NC/GCSE criteria
* Continually monitors the progress of all students in each class, against their target level/grade
* Ensures the formative use of summative data to improve students’ learning and support revision so that they can reflect on their work
* Uses assessment to inform planning and lesson delivery
* Ensures work is standardised, and participates in standardising the work of others
* Uses assessment to raise standards, so students know where they are and what they have to do to improve to the next level/grade
* Communicates assessment to parents
* Provides clear reports to Head of Faculty, students etc as and when required

**STUDENT PROGRESS:**

* Uses assessment from the start of the year as a basis for “value-added” progress
* Sets targets as per college policy
* Can illustrate the progress made by each student in relation to targets set and FFT
* Evaluates the progress of all students and reports these to Head of Faculty and SLT

**WIDER PROFESSIONAL EFFECTIVENESS – PERSONAL DEVELOPMENT:**

* Identifies and pursues opportunities for professional development to improve teaching and learning in classes
* Evaluates the impact of all CPD on teaching and learning and reports to Head of Faculty and SLT
* Shares CPD with others in the team and college as appropriate
* Observes others and is observed as part of whole school CPD and sharing of practice

**WIDER PROFESSIONAL DEVELOPMENT – SCHOOL DEVELOPMENT:**

* Implements all college policies and procedures
* Contributes by writing sections of the improvement plan and SoW
* Upholds the Teaching Standards within the college

**PROFESSIONAL CHARACTERISTICS:**

* Committed to enabling students to learn and achieve in all subjects and aspects
* Is an effective role model for students
* Inspires trust and confidence in students and staff
* Is committed to working as part of a team and sharing practice
* Is committed to improving own performance
* Has high expectations of all students and does not resort to a “blame” culture
* Tries to resolve problems
* Works to improve resources for themselves and others
* Is committed to safeguarding and promoting the welfare of children and young people.

**ADDITIONAL REQUIREMENTS FOR TEACHERS ON U1, U2 AND U3:**

* Mentors and coaches other teachers in aspects of CPD
* Observes others (and is observed by other teachers) to share good practice and teaching techniques to impact on other classrooms
* Is involved in the oversight of ITT, GTP and NQT students with the Head of Faculty, in terms of monitoring progress and improving techniques