



JOB DESCRIPTION

Post: Second in English (from September 2023) plus TLR 2b

Responsible to: Head of English

Core Purposes

- To teach across each key stage as timetabled.
- To monitor standards and raise achievement.
- To promote the Christian ethos of The Urswick School within the context of a multi faith, ethnically diverse community.

Responsibilities: Teacher (these are generic to all teachers)

- To teach Key Stage 3 and Key Stage 4 across the ability range. To teach Key Stage 5 if timetabled to do so.
- Act as a Form Tutor/Co Tutor and be a member of a year team.
- Carry out share of supervisory duties in accordance with published rotas.
- To take an accurate register at the start or near to the start of every lesson.
- Set and mark classwork and homework and keep appropriate records in line with school policy.
- Monitor, evaluate and report on the work of all students taught using school systems.
- Attend Parental Engagement events as directed.
- Deliver Remote Learning as required and act in accordance with the School's Risk Assessments in respect of Covid-19 or other risk factors.

Responsibilities: Second in English

- To promote the subject, its importance, and the value that it brings across the school.
- To deputise for the Head of Department, including directly line managing some postholders.
- To be part of the leadership and management of the department helping to ensure high quality learning and teaching within the subject area.
- To support the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress.
- To take responsibility for KS3 English.

- To help make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning.
- Take responsibility for performance management for some members of the department, appraising staff in line with the school's appraisal policy.
- To lead CPD within the English Department as directed.
- To attend meetings that are relevant to your role.
- To have oversight of vulnerable learners.
- To lead staff by example, being highly visible around the school and promoting excellent behaviour for learning.

Personal and Professional Characteristics

- A strong commitment to comprehensive education within a diverse inner-city environment, including the development of a de-colonised, anti-racist curriculum.
- A willingness to support and promote the ethos of a Church of England school within the context of a multi faith school community.
- The proven ability to work in teams and partnerships with staff and students alike.
- Excellent communication skills.
- Have high expectations of yourself and others within the School community, as reflected in our 'Believe and Achieve' mission statement.
- The ability to inspire the trust and confidence of staff, students and parents.
- A proven commitment to developing your own professional learning.
- The ability to operate effectively both as a team leader and team member.

Experience

- Qualified Teacher Status and/or other relevant professional qualifications.
- Successful teaching experience across the 11-16 age and ability range in the secondary sector (A Level teaching experience is an advantage but not essential).
- Experience of working with young people, parents and the wider community.

Knowledge, Skills and Aptitudes

- Excellent subject knowledge.
- An up to date knowledge about successful Learning and Teaching within the secondary school context.
- Appropriate ICT skills.

- An understanding of how student performance data can be used to identify under achieving students and groups, and secure, excellent outcomes for young people.
- The ability to work closely with fellow professionals in bringing about improvement.

Selection Criteria

- Qualified Teacher Status.
- Ability to teach classes of all ability ranges and differentiate materials where appropriate.
- Willingness to contribute to curriculum development within the department.
- To be knowledgeable about the National Curriculum and exam syllabuses and be able to use it as a working document in the planning of lessons and for assessment.
- Ability to help in preparation of materials and resources according to the requirements of the National Curriculum.
- To have an understanding of the needs of students for whom English is an additional language.
- To have a working knowledge of and a commitment to the School's Equalities Policy.
- To be able to regularly evaluate classroom practice and adapt as necessary to ensure effective delivery of the National Curriculum.
- To have an understanding of the pastoral needs of students from diverse backgrounds.
- Willingness to be a form tutor or co-tutor and take part in the School's PSHCE programme, which is mainly delivered in 'drop down' days. (Note: we refer to tutors as Urswick Parents or Co-Parents)
- Willingness to support the Christian ethos of the School.
- Willingness to support the development of literacy and numeracy throughout the School.

Notes

- A** The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- B** This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the School's published expectations and have regard to the appropriate clauses of a Teacher's Conditions of Employment.

C This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Signed; _____

Name; _____

Date; _____