



## Job Description

<b>DEPARTMENT:</b>	Languages
<b>POSITION:</b>	English Teacher
<b>REPORTS TO:</b>	Faculty Lead
<b>SALARY:</b>	On ELSS scale - Equivalent to Main Pay Scale (Targeted at Newly Qualified Teachers)
<b>CONTRACT:</b>	Full-Time, Permanent

### KEY PURPOSE OF THE POSITION

To be an inspirational English teacher able to contribute effectively to the development of a new department, showing creativity and initiative especially with the use of ICT in enhancing teaching and learning and with the ability to deliver GCSE to the highest level, with potential to teach to A-Level.

### MAIN AREAS OF RESPONSIBILITY

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

1. English Class Teacher – Specific Responsibilities
2. Teaching and Learning
3. Pupil Assessment and Reporting
4. Pupils' Personal Development
5. Parental Liaison
6. Performance Management
7. Professional Development
8. Discipline, Health and Safety
9. Staff Meetings
10. Absence and Cover
11. External Examinations

#### 1. English Class Teacher – Specific Responsibilities

- \* Be an inspirational teacher, setting high standards for pupils, having the highest expectations for the success of all of our pupils
- \* Be a role model for our pupils, putting the mastery of English centre stage in the work of the school at every opportunity in line with the school's vision and ethos
- \* Be a creative teacher willing to take on new challenges and make the most of all resources at our disposal including a real flair for the use of ICT in enhancing teaching and learning
- \* Assist with the development of strategies to ensure every pupil makes good progress in accordance with the schools targets and expectations
- \* Assist with the development and delivery of our SEN and intervention strategies monitoring and assessment including the appropriate setting of pupils to ensure we give every pupil the best chance to succeed.
- \* Assist with the delivery of the English enrichment curriculum designed to make full use of our strategic approach to using "London as our classroom"

## **2. Teaching and Learning**

- \* Take responsibility for maintaining up to date schemes of work as directed by your line manager
- \* Focus on planning and delivering *outstanding* lessons that inspire and enthuse pupils
- \* Working with our team to provide excellent enrichment activities through our “London is our classroom” activities programme
- \* Hold the highest expectations of all pupils irrespective of their ability or background
- \* Work with the SEN team and the academic and pastoral team to ensure that opportunities are provided for every child to make progress including the provision of extension activities for those pupils who excel at the subject
- \* Set challenging and rewarding homework and provide prompt feedback according to school policy

## **3. Pupil Assessment and Reporting**

- \* Assess, record and report on the academic progress and attainment of pupils, including providing regular records to the school and parents as outlined in school policy
- \* Contributing to the development of strategies to improve pupil performance and identify the weaknesses and strengths of pupils through regular discussions with the pastoral and academic teams

## **4. Pupils’ Personal Development**

- \* Contribute to the pastoral programme, preparing lessons as guided by the pastoral team
- \* Take on the role of Form Tutor and act as a role model and mentor to your pupils ensuring the ethos and vision of the school is always at the forefront of discussions with pupils
- \* Monitor the behaviour and attendance of pupils reporting issues to the pastoral team and maintaining good links with parents
- \* Produce Form Tutor reports and attend pastoral meetings as directed

## **5. Parental Liaison**

- \* Attend parents evenings and provide up to date assessment of pupils progress on a regular basis for parents including communicating concerns and consulting with parents
- \* Communicating and co-operating with persons or bodies outside the school and attending meetings as required

## **6. Performance Management**

- \* Participate in the performance review cycle, setting targets and assessing progress in meeting targets based on evidence and reporting arrangements
- \* Contribute to the review of colleagues performance

## **7. Professional Development**

- \* Work to improve teaching and learning with the aim of reaching and maintaining the delivery of outstanding lessons
- \* Participate in and contribute to the development of the schools CPD programme to both innovate classroom practice and develop subject centred pedagogic theory
- \* Be prepared to both give and receive advice from colleagues whether new or experienced

## **8. Discipline, Health and Safety**

- \* Uphold the highest standards of behaviour for all pupils both within lessons and around the school during the day in order to create a positive working environment for all pupils
- \* Reinforce school uniform policy at all times, ensuring the highest standards of dress are maintained both on and off the school site
- \* In conducting all activities, ensure the safety of pupils is put first and that you have due regard to health and safety regulations to reduce risks to a minimum including on visits and journeys off the school site

## **9. Staff Meetings**

- \* Participating in meetings at the school which relate to the curriculum or the administration or organisation of the school including pastoral arrangements

#### **10. Absence and Cover**

- \* Cover for absent colleagues, when called upon to do so in order to facilitate the smooth running of the school
- \* If unavoidably absent, for any reason, either leave cover work with your colleagues the day before taking leave or contact the school before 7am providing suitable cover work as outlined in school policy

#### **11. External Examinations**

- \* Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments
- \* Participating in arrangements for pupils presentation for, and conducting, such examinations

#### **Conditions of Service:**

Governed by the conditions of service as agreed by the East London Science School Trust and outlined in the Trust's employment and recruitment policies.

#### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children; candidates are required to comply with school procedures in relation to criminal records checks processed through the Disclosure and Barring Service ("DBS"), and checks against the Children's Barred List. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the school to ascertain details from the DBS regarding any convictions against them and, as appropriate the nature of such convictions.

#### **Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the school Equalities Policies.

Date of Issue: \_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Educated with a First Class degree in a relevant subject		✓
Educated with a good degree in a relevant subject	✓	
Qualified teacher status	✓	
<b>Experience</b>		
Ability to use ICT effectively.	✓	
Use ICT to raise achievement	✓	
A commitment and understanding of the use of ICT within the curriculum	✓	
High quality teaching to pupils of all abilities.	✓	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work	✓	✓(NQTs)
Demonstrable experience of improving successful student outcomes in the last three years	✓	✓(NQTs)
High quality outcomes	✓	✓(NQTs)
Experience as a form tutor and or/ pastoral work	✓	✓(NQTs)
<b>Skills</b>		
<b>Personal</b>		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Excellent creative teaching ability	✓	
Commitment to personal career development	✓	
<b>Knowledge and Understanding</b>		
Developments in the National Curriculum	✓	
Developing differentiated schemes of work	✓	✓(NQTs)
<b>Equal Opportunities</b>		
Understanding of different social backgrounds of pupils	✓	
Understanding the needs of pupils and the appropriate strategies to support them	✓	
Understand the needs of bilingual pupils	✓	