



ST THOMAS MORE CATHOLIC COMPREHENSIVE SCHOOL English Teacher Job Description & Person Specification

Job Title:	English Teacher
Responsible to:	Head of Department
Location:	St Thomas More Catholic Comprehensive

All staff will:

In addition to the statutory conditions of employment of school teachers in England and Wales as set out in School Teachers' Pay and Conditions Document and the contract between Governing Body and teacher certain particular duties can reasonably be required to be exercised and completed in a satisfactory manner.

They are:

- 1 To support the Catholic ethos of the school.
- 2 To be aware of school policies and ensure that they are carried out.
- 3 To attend and participate in Departmental Meetings.
- 4 To keep abreast of recent developments in the subject area.
- 5 To assist with school assemblies and liturgies.
- 6 To play a role in the programme of extra-curricular activities.
- 7 To monitor, assess and record pupils' development, progress and attainment according to departmental and whole school policy.

- 8 To set targets where appropriate for pupils.
- 9 To set and mark students' work regularly and to give positive feedback according to departmental and whole school policy.
- 10 To ensure that students complete the required work in preparation for GCSE examination entry.
- 11 To input data as requested which measures the progress of the student in an informative way.
- 12 To implement the policies of the Department and those in the Staff Handbook.
- 13 To manage students' homework ensuring, through a variety of means, that deadlines are met.
- 14 To keep an attendance register for each lesson and follow up as appropriate.
- 15 To participate in the arrangements for performance management, within the agreed national framework for teachers in the school.
- 16 To accept responsibility for ensuring that standards of courtesy and dress, among students are observed at all times.
- 17 To maintain good order and discipline in lessons and to assist in this throughout the school.
- 18 To participate in INSET made available by the school, relevant to developments within subject area and appropriate to teachers needs.
- 19 Communicating and consulting with parents of pupils at Parents'/Carers' Evenings and other occasions when needed.
- 20 Co-operating with Head of Department and departmental colleagues in the preparation and development of Schemes of Work, teaching materials, teaching programmes, methods of teaching and assessment.
- 21 To attend and participate in meetings and other activities both within and outside school as negotiated with the Head of Department and Headteacher.
- 22 Performing in accordance with any directions which may be given her/him by the Headteacher from time to time, such particular duties as may reasonably be assigned to her/him.

- 23 Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people. Know the local arrangements concerning the safeguarding of children and young people. Know how to identify potential child abuse or neglect and follow safeguarding procedures. Know how to identify and support children and young people whose progress, development or well-being is affected by changes of difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Role Purpose

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.

To monitor and support the overall progress and development of students as a Teacher/Form Tutor.

To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

To contribute to raising standards of student attainment.

To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Person Specification

	Essential	Desirable
General/ Personal Qualities	<ul style="list-style-type: none"> • Capacity for hard work under pressure • A team player, collaborative worker • Self-motivated • Ability to contribute greatly to the wider life of the School(s) • Resilient • Strives for excellence in every aspect of school life • Determination and perseverance • Enthusiasm • Passionate • Patience 	
Skills	<ul style="list-style-type: none"> • Excellent classroom teacher • Ability to plan, assess and record accurately • Ability to meet targets and deadlines • Excellent inter personal skills • Ability to motivate others • Excellent interpersonal and verbal communication skills • 	<ul style="list-style-type: none"> • ICT competent, in particular powerpoint • Experience and willingness to attend trips • An ability to show innovation and flexibility
Knowledge	<ul style="list-style-type: none"> • National Curriculum requirements at all key stages • Awareness of current issues relating to subject area • Effective teaching and learning styles • Monitoring, assessment, recording and reporting of pupil progress • Statutory requirements concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children 	<ul style="list-style-type: none"> • Awareness of/running of subject area challenge in previous roles
Experience		<ul style="list-style-type: none"> • Teaching at all key stages of secondary education • Teaching at all ability ranges
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status and Degree 	