

Job Description

Job Title: Teacher of English
Pay Scale: MPS / UPS (Inner London)
Reporting to: Head of Faculty (English)

Job Purpose

- To plan and teach a timetable of lessons across the age and ability range.
- To ensure that every pupil makes progress and achieves at least in line with their potential.
- To support the department in providing extra-curricular opportunities for pupils.

Main Responsibilities:

1. To plan, deliver and evaluate a wide range of appropriate, varied and challenging learning activities that support students to make good progress over time.
2. To follow and implement the school's Behaviour for Learning policy and our commitment to Disruption Free Classrooms.
3. To follow department assessment policy and practice at each key stage. This includes ensuring that marking of assessments and books is kept up-to-date and that ongoing feedback is given to pupils and a useful dialogue between pupil and teacher is recorded.
4. To ensure that pedagogy delivers progression in literacy.
5. To maintain up-to-date pupil records and use this information to analyse class performance under the guidance of the Curriculum Team Leader.
6. To use ICT in lessons, administration and record keeping.
7. To contribute to extra-curricular provision and attend meetings as required.
8. To monitor and control the distribution of departmental resources.
9. To promote equality of opportunity according to school and LA policy.
10. To promote the well-being of pupils and to be fully aware of and implement best practice in ensuring that safeguarding requirements are met.

In addition to these responsibilities, all teachers are expected:

1. To participate in school performance management processes and CPD.
2. To take on the responsibility of tutor.
3. To attend and contribute at regular meetings to consult on and develop school, curriculum and pastoral team policy.

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4. To attend relevant parent consultation meetings.
5. To liaise with other curriculum teams and agencies as appropriate.
6. To follow school and LA policies and procedures and ensure that Teacher Standards are met.
7. To carry out supervision duties as required and detailed in the school time budget.
8. To follow the school dress code.
9. To follow department and whole school accommodation and security policy.
10. To be responsible for the general appearance of the teaching area; this includes work displays as well as general tidiness and litter control.

Other Duties

1. In the event of an emergency to adhere to the evacuation procedures and to assist with an accurate roll call.
2. To assist in the promotion of the school through the sensitive dealings with children, parents and visitors at all times.
3. Together with your line manager be responsible for identifying and agreeing your personal development/training needs and carrying out other reasonable requests as appropriate.

Safeguarding Children

Display a commitment to the protection and safeguarding of children and young people in line with the 'Keeping children safe in education: information for all school and college staff' document. Haverstock is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.

Person Specification

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Degree in related subject discipline. • QTS at time of taking up the post. 	<ul style="list-style-type: none"> • Qualified to teach a second subject
Experience	<ul style="list-style-type: none"> • Experience of teaching children in 11-19 range. • Experience of delivering extra-curricular sports. 	<ul style="list-style-type: none"> • Experience of teaching GCSE / A-Level • Experience in an urban complex school.
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Evidence of a commitment to own professional development in relation to subject • Evidence of up to date knowledge of examination board requirements in relation to qualifications at KS4 and KS5. • Knowledge of the Programmes of Study, and their assessment. • Good ICT, administrative and organisational skills. • The ability to work flexibly as part of a team and to work co-operatively and collaboratively. • Evidence of a good record of attendance and punctuality. 	<ul style="list-style-type: none"> • Evidence of implementing EHCPs • Knowledge and experience of monitoring, evaluation and review processes • Understanding of how to track student achievement using data and of intervention strategies to raise achievement
Personal Attributes	<ul style="list-style-type: none"> • Ability to establish inclusive, respectful, supportive and constructive relationships with young people, parents, colleagues and other stakeholders. • A “can do” attitude towards supporting the aims and ethos of Haverstock School and contributing to its success. • Commitment to the protection and safeguarding of children and young people. 	<ul style="list-style-type: none"> • Energy, ambition and enthusiasm with a willingness to develop new skills.