



Pilton Community College

Teacher of English

JOB DESCRIPTION

Key Tasks

1. To teach English
2. To undertake the role of Group Tutor.
3. Further tasks identified in discussions between the Head of Department, Head of House/Year and the Post-Holder
4. To participate in the activities of Department, House/Year and Whole College Teams.

Accountability

The post-holder is accountable to the Principal via the Head of Department/Head of Year/House as is appropriate.

This job description includes tasks that come within the range of duties set out in the Teachers Pay and Conditions Document. It does not attempt to define all aspects of the role. Additions may need to be made and it may require adaptation and interpretation to suit particular circumstances.

1. To deliver teaching and learning in such a way as to maximise the progress and outcomes of students in English (or other designated subject) to students of a range of age and ability.

(a) Planning and Preparation

Plan lessons in accordance with National Curriculum and Departmental Programmes of Study, so that they are effective in enabling student progress.

Prepare lessons appropriate for the range of abilities within a class or group in accordance with College and departmental policy, ensuring that all students can access the learning.

Maintain a record of the content of each lesson.

Set appropriate home learning regularly in accordance with College and departmental policy.

(b) Classroom Management

Keep a register of each lesson, taken promptly at the start of the lesson in line with school policy.

Manage children individually, in groups and as a whole class, so that learning and progress take place in a responsible and effective manner and in accordance with the College's policy on behaviour and discipline.

Work towards the employment of a range of teaching methods appropriate to a whole class, groups or individuals.

(c) Assessment

Ensure that classwork and home learning are regularly marked in accordance with College and departmental policy, and that feedback to students promotes progress.



Set and mark assessments, such as tests and practice examinations, in accordance with College and departmental policy.

Maintain records of individual student performance.

(d) **Communication and Liaison**

Make clear to students staff expectations in areas such as programme of study, home learning, assessment patterns, targets and classroom behaviour.

Inform students regularly of the progress they are making.

Communicate with parents by writing annual, interim and monitoring reports.

Discuss the progress of individual students with parents at parent's meetings or at occasional individual interviews at other times.

Pass messages about individual student progress via record books, letters etc. when the need arises.

Liaise with other departmental and House staff as the need arises.

Refer students in accordance with the College referral system.

Participate in departmental, House team and other meetings that are arranged within directed time.

Complete subject reports in accordance with departmental and whole College guidelines.

(e) **Resources**

Oversee the room(s) in which teaching takes place so that they are kept in a way that provides the best possible learning atmosphere.

Oversee the furniture, fixtures and fittings in the rooms in which teaching takes place, reporting breakage's, losses etc. particularly those that may be a health or safety hazard.

Oversee the use of shared teaching resources ensuring that when appropriate they are returned in good condition to the appointed place and in good time in accordance with departmental policy.

Ensure that all resources are used with maximum efficiency and minimum waste.

2. To undertake the role of Group Tutor

(a) **Registration and Routine Business**

Accurately mark the register in accordance with published guidelines and monitor attendance/absence patterns.

Keep up to date and check student information.

Distribute information, notices and messages to students and parents via students.

Account for all student absence with covering letter from parent/guardian, refer problems, unsatisfactory explanation and cause for concern to the Head of Year/House or Deputy Head of Year/House.

Monitor lateness, refer cause for concern to the Head of Year/House or Deputy Head of Year/House.

Use rewards and sanctions to reinforce good attendance in accordance with College policy.



(b) Reports and Records

Refer confidential information to the Head of House/Dept/House

Complete tutor reports and assist students in the completion of their student statement.

Assist in the preparation of initial drafts for references, testimonials and reports to outside agencies and the like.

(c) Support

Monitor record books regularly.

Monitor well being of individuals within the tutor group and provide support and offer assistance to students within the limits of available resources. Refer to the Head of Year/House where necessary.

Liaise with the Head of Year/House over matters that arise with students requiring contact with parents and/or outside agencies.

Recognise positive achievement by individuals within the tutor group.

(d) Personal Appearance and Conduct

Monitor and maintain uniform within the tutor group, refer persistent problems to the Head or Deputy Head of Year/House.

Role model the school's high expectations for all areas of personal appearance and conduct.

Act as a point of referral for incidents of poor or unacceptable behaviour, dealing with parents and taking appropriate action as required.

(e) Parents

Act as a link between College and home in liaison with the Head of Year/House or Deputy Head of Year/House.

(f) Tutorial

Assist in the planning and reviewing of the House's tutorial programme.

Work with the group in the tutorial period, delivering the programme of study agreed in pastoral meetings.

3. To participate in the activities of Department, Year/House and Whole College Teams

Actively reinforce the school's ethos with students, colleagues, parents and any other relevant parties.

Actively participate in department, Year/House and Whole College Teams.

Contribute to the formulation, implementation and review of policy.

Contribute to curriculum and resource development.

Share areas of expertise and support colleagues.

Represent the Departmental and/or Year/House team at College and other meetings as agreed with the Head of Department and/or Year/House.

Participate in whole school and cross-curricular initiatives and activities including the implementation of agreed policy.

Cover absent colleagues as appropriate.



Participate in staff duty arrangements.

Be involved in the annual Performance Management process, and follow through agreed targets for the year.

Approved by Line Manager:

Signed: Line Manager Date:

Signed: Post holder Date: