GLF Schools - Job Description

Job Title	Subject Teacher- English with Drama	**Job Reference**	CT 2020 E&D
Location	Croydon	**Travel Required**	No

Core purpose

- The primary responsibility of a subject teacher is to ensure that all students receive an exceptional level of education, and progress to their maximum potential. The objectives are to secure consistently high standards of learning, continual student development and ensure each student has a positive attitude towards not only their personal education but the school as a whole.

Key accountabilities

Main duties

- Teach students in years 7 – 11 To deliver lessons which enrich and engage all students taught.
- Teach other subjects as required.
- Plan lessons carefully, having regard to the schemes of work and faculty practice.
- Cover for absent colleagues within the 'rarely cover' parameters within which we work.
- Work as a full member of the designated faculty team, working with others to promote good practice in the faculty, to create teaching resources and to develop consistent approaches.
- Assess student work to monitor and evaluate progress, set targets and advise lesson preparation.
- To drive attainment and progress for all students taught, setting targets, tracking progress and intervening where appropriate.

Planning and classroom management

- Teach allocated students by planning your teaching to achieve progression of learning.
- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting tasks which challenge students and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Identifying SEN or very able students.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Make effective use of assessment and ensure coverage of programmes of study.
- Ensure effective teaching and best use of available time.
- Monitor and intervene to ensure sound learning and behaviour management.
- Use effective questioning, listen carefully to students and give attention to errors and misconceptions.
- Select appropriate learning resources and develop study skills through library, ICT and other sources.
- Ensure students acquire and consolidate knowledge, skills and understanding appropriately.
- Evaluate own teaching critically to improve effectiveness.

- Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.

Monitoring, assessment, reporting and recording

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- To meet and discuss as required, students' performance progress and attainment with parents and or carers.
- Mark and monitor students' work and set targets for progress.
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which each student is achieving.

Other professional requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- To be aware of national developments in education and curriculum area.
- To abide by the teacher professional standards and carry out duties as required by STPCD.
- Operate at all times within the stated policies and practices of GLF Schools.
- Establish effective working relationships and act as an exemplar role model.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take responsibility for your own professional development and duties in relation to school policies and practices.
- Liaise effectively with parents, governors and external professionals.
- Take on any additional responsibilities which might from time to time be determined.
- Participating in INSET in order to keep abreast of development.

Main responsibilities as a Form Tutor

- Being aware of the strengths and needs of each student.
- Undertaking regular tutor reviews to monitor and providing appropriate advice and guidance on individual student's progress in respect to attendance, homework, behaviour management and acceptable standards of conduct and appearance.
- Promoting high standards of student behaviour and attitudes to work.
- Communicating effectively with staff and parents.
- Completing administrative tasks as required.
- Attending tutor meetings.

Accountable to

- Head of Faculty with direction from the Key Stage Coordinators; Head of House for tutor duties.
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding
• GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.