



Please note that this document contains two job descriptions: one for the English Teacher vacancy and one for the TLR.

JOB DESCRIPTION	
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
SCHOOL	Westfield School
POST TITLE	Teacher of English
GRADE	MAIN PAY SCALE
RESPONSIBLE TO	Faculty Leader
PURPOSE OF JOB	To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and ensure delivery of high quality teaching and learning for which the teacher is accountable.



MAIN SCALE TEACHER

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

1. Planning, Development and Co-ordination

- To set challenging teaching and learning objectives which are relevant to all students in their classes.
- To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess students learning.
- To select and prepare resources, and plan for their safe and effective organisation, taking into account students' interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate.
- To contribute to teaching team, meetings and events.
- To plan for the deployment of any associate staff who are contributing to students' learning.
- To plan opportunities for students to learn in out of school contexts.
- To produce long and short term planning in accordance with school policy and procedures and within required deadlines.
- To contribute to the Faculty Development Plan in conjunction with the Senior Leadership Team and/or line manager.
- To develop and audit schemes of work and other documentation related to the use of English within school and to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met.
- To develop strategies for the use of English to promote new teaching methods and improve learning throughout the school and monitor their effectiveness in raising standards of teaching and learning.



- To lead or contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice.
- To manage the resources available for English and make recommendations in order to maintain and develop curriculum provision.

2. Monitoring and assessment

- To make appropriate use of the school's monitoring and assessment strategies to evaluate students' progress towards planned learning objectives.
- To use monitoring and assessment information to improve planning and teaching.
- To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support students' as they learn.
- To involve students' in reflecting on, evaluating and improving their own performance and progress.
- To assess students' progress accurately against appropriate standards.
- To identify and support students' with differing levels of ability and those experiencing behavioural, emotional, and social difficulties.
- To identify the levels of attainment for students' learning English as an additional language and identify learning activities to provide cognitive challenge as well as language support.
- To record students' progress and achievements systematically, providing evidence of the range of their work progress and attainment over time to inform planning.
- To report on students' attainment to parents, carers, other professionals and students' as appropriate.

3. Teaching and Class Management

- To have high expectations of students' and build successful relationships centred on teaching and learning.
- To establish a purposeful learning environment where diversity is valued and where students' feel safe, secure and confident.



- To teach the required or expected knowledge, understanding and skills relevant to the curriculum for students' in their age range.
- To teach clearly structured lessons or sequences of work which interest and motivate students, make learning objectives clear, employ interactive teaching methods and collaborative group work.
- To promote active and independent learning that enables students to think for themselves and to plan and manage their own learning.
- To differentiate teaching to meet the needs of students of all ability ranges taking into account varying interests, experiences and achievements of boys and girls and different cultural and ethnic groups to help them make good progress.
- To organise and manage teaching and learning time effectively.
- To organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively with the help of associate staff where appropriate.
- To set high expectations for students' behaviour and establish a clear framework for classroom discipline in line with school policy to anticipate and manage students' behaviour constructively and promote self-control and independence.
- To use ICT effectively in delivery of teaching and learning.
- To take responsibility for teaching a class or classes over a sustained and substantial period of time.
- To provide homework and other out-of-class work which consolidates and extends work carried out in the class and encourages students' to learn independently.
- To work collaboratively with other professionals and manage the work of associate staff to enhance students' learning.
- To recognise and respond effectively to equality issues as they arise in the classroom and challenging stereotyped views, bullying and harassment in accordance with school policy and procedures.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To attend and participate in regular meetings.



- To participate in training, continuous professional development and other learning activities as required including participation in the schools performance management arrangements.

4.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

5.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.

April 2013



JOB DESCRIPTION	
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
SCHOOL	Westfield School
POST TITLE	TLR holder within a subject area
SALARY SCALE/SPINAL POINT:	MPR/UPR: TLR The awarding of a TLR at any level must satisfy the requirement that the responsibility is beyond that which would be expected of all classroom teachers.
RESPONSIBLE TO	Faculty Leader
RESPONSIBLE FOR	All teaching and support staff based within the subject area as agreed with the Headteacher and to assume overall responsibility for the Subject.



TLR HOLDER

Purpose of the Job

In addition to the requirements of a class teacher, the postholder will:

- Lead the nominated area effectively to ensure 'Outstanding Achievement for All' and the highest standards of personal development and wellbeing are achieved.
- To analyse and be accountable for student progress/results of the nominated area and to support, hold accountable, develop and lead the curriculum team.
- Be a role model of professionalism and good practice.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced relevant and differentiated curriculum for students studying in the nominated area.
- Lead, manage and deploy teaching/support staff, financial and physical resources within the nominated area.
- Ensure the consistent application of Westfield Policies and Procedures by all staff in the curriculum team.

Employment Duties

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document (STPCD) and within the range of teachers' duties set out in this document.

Leadership and Management

- Provide strategic leadership for the development and management of nominated area throughout the school.
- Lead, monitor and evaluate high quality teaching assessment, marking and feedback across the nominated area
- Lead, monitor and evaluate the 'Climate for Learning' within the nominated area focusing on consistency of application by all staff of Westfield Rewards and Behaviour Policy and Procedures.
- Identify areas for development and improvement linked to the Westfield School Improvement Plan (SIP) and national and local initiatives



- Systematically develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the nominated area
- Oversee day-to-day management, control and operation of course provision within the nominated area including effective deployment of staff and physical resources
- Rigorously and robustly monitor and follow up student progress with appropriate intervention strategies.
- Use data to inform the strategic deployment of teachers in partnership with the Headteacher/Deputy Headteacher and to monitor and evaluate standards within both the school and national context
- To consistently implement all Westfield Policies and Procedures and ensure that Safeguarding, Health and Safety, Security, Confidentiality, Data Protection and ICT Acceptable Use policies and practices meet requirements.
- To work with colleagues to formulate aims, objectives and strategic plans for the Subject which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of Westfield School
- Ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the SIP.
- Ensure that staff development/CPD needs are identified and that appropriate programmes are designed to meet such needs
- Undertake robust Appraisal Review(s) and to act as reviewer for staff within the Subject
- Ensure appropriate arrangements are in place for classes when staff are absent
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Westfield School procedures
- Promote teamwork and to motivate staff to ensure effective working relations
- Participate in the School's NQT and ITT programmes, as well as contribute to the Silverdale Teaching School Alliance where appropriate.
- Be responsible for the efficient day-to-day management of staff within the Subject and act as a positive role model
- Ensure that all members of the Subject team are familiar with department aims and objectives within the framework of the SIP.
- Disseminate information from meetings from Middle Leader and Line Management meetings
- Ensure effective and timely communication/consultation from your team in the nominated area as appropriate with the parents/carers of students, especially in relation to underachievement and unacceptable behaviour.



- Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
- Manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Subject budget.
- Raise the profile of the Subject across the school.

Teaching and Learning

- Teach consistently good or better lessons.
- Be accountable for the development and delivery of the Subject's curriculum in the nominated area.
- Ensure that the key priorities of the department are delivered to a high standard.
- Ensure that high quality, appropriate schemes of learning and assessment strategies are in place for all year groups and being followed by Subject colleagues.
- Keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
- Establish common high standards of practice within the Subject and develop the effectiveness of teaching and learning styles.
- Contribute to Westfield School's procedure for lesson observation and monitoring.
- Ensure that the Subject quality procedures meet the requirement of Self Evaluation and the School Improvement Plan.
- Ensure that appropriate homework is detailed in schemes of learning and is regularly set and marked in line with the Westfield Homework and marking and Feedback policies.

Achievement and Progress

- Ensure the establishment of common standards of practice across the subject and develop the effectiveness of teaching and learning styles
- Establish and monitor the robust process of setting of targets within the Subject and to work towards their achievement
- Monitor and evaluate student progress and achievement against targets
- Lead evaluation strategies to contribute to overall school self-evaluation
- To contribute to the school procedures requirements on lesson observations



- Implement school quality assurance procedures in the department and to ensure adherence across all staff within the department.
- Produce an annual examinations analysis and Subject review for the nominated area
- Ensure the maintenance of accurate and up-to-date information concerning student progress within the nominated area on the management information system
- Analyse and evaluate, with the Subject, performance data provided and take swift and appropriate action in response to under achievement.

Further Statement

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the SLT. The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions

March 2016