JOB DESCRIPTION

JOB TITLE: Teacher of English & Humanities

FACULTY: English / Humanities

RESPONSIBLE TO: Head of Faculty

SALARY: TMPS – salary negotiable depending on skills and experience

PURPOSE: To carry out the professional duties of a school teacher, (as specified in the Teachers' Pay and Conditions Act), in accordance with any directions which may reasonably be given by the Headteacher or line manager designated by the Headteacher/Head of Faculty.

KEY ACCOUNTABILITIES:

- To teach English & Humanites at Key Stage 3 and 4
- To assist in the development of programmes of study, materials and schemes of work and participate in professional development programmes
- To follow school policies and procedures in respect of the duties of a classroom teacher and form tutor

KEY TASKS:

Teaching

- To form effective relationships with students, teaching staff, non-teaching staff, parents and other professionals
- To teach National Curriculum and other programmes of study effectively, mindful of the needs and responses of the young and the school's SEND Policy
- To provide a stimulating classroom environment
- To foster good working and learning habits in students
- To provide intervention for underperforming students
- To make full use of a variety of resources, materials books and equipment

Roles and Responsibilities

To provide all students in the Faculty with excellent learning opportunities through:

- The planning and delivery of relevant, exciting, challenging and differentiated lessons
- Provide students with effective, relevant and regular feedback in accordance with the school's Assessment for Learning policy
- Give every student the opportunity to learn and progress by ensuring fair and effective behaviour management in accordance with school policy
- Track the progress of students taught and provide interventions as appropriate with the Head of Faculty and 2 i/c Faculty
- Provide an inspirational and challenging learning environment

- Aid the Head of Faculty and 2 i/c Faculty to plan and develop schemes of work and resources
- Participate with out of hours learning opportunities as required
- Participate in the whole life of the school
- Follow the Schools Health and Safety guidelines and comply with all school policies

Pastoral Care and Discipline

- To perform the duties of a Form Tutor as a member of a Year Group team
- To contribute to the life of the community according to your talents and skills, particularly by leading and contributing to extra-curricular activities
- To help exercise responsibility for the conduct and behaviour of students within the departments and the school as a whole
- To participate in arrangements made for the supervision and safety of students between lessons and at the start and end of the school day
- To attend scheduled meetings with parents
- To record students' progress and complete reports
- To maintain an up to date teaching record/diary
- To assist as required with arrangements for public and internal examinations
- To contribute to the evaluation and effectiveness of administrative routines

Meetings in which you will be involved

- Staff, Area, Faculty and Department meetings
- Year Group meetings
- Faculty, Area and Year Group briefings

Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service (DBS).