DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE	Teacher of English
RESPONSIBLE TO	Head of Faculty
JOB 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 Head or line manager designated by the Head/Head of Faculty

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

1 Teaching

- to plan and prepare courses and lessons
- to teach, according to their educational needs, the students assigned to you, including the setting and marking of work, including homework
- to assess, record and report on the development, progress and attainment of students
- to have regard at all times to the curriculum for the school

2 Other Activities

- to promote the general progress and well-being of individual students and any class or group of students assigned to you
- to provide guidance and advice to students on educational and social matters and on their further education and future careers
- to make relevant records and reports including those for communicating and consulting with the parents of students
- to communicate and co-operate with persons or bodies outside the school
- to participate in meetings arranged for any of the purposes described above
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3 Assessments and Reports

- to provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students

4 Performance Management

- to participate in arrangements made in accordance with the Education (School Teacher Appraisal) (England) Regulations 2012 for the appraisal of your performance and that of other teachers

5 Review: Further Training and Development

- to review from time to time your methods of teaching and programmes of work
- to participate in arrangements for your further training and professional development as a teacher

6 Educational Methods

- to advise, participate and co-operate with the Head of Faculty/Head of Department and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

7 Discipline, Health and Safety

- to maintain good order and discipline among the students and safeguard their health and safety both on and off the school premises
- to act in accordance with school policy on health & safety issues

8 Staff Meetings

- to participate in meetings at the school as necessary

9 Cover

- to provide cover in line with the National Agreement and the school's 'Covering Staff Absence' Policy

10 Administration

- to participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
- to attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions

Regular Contacts
Students, parents, other staff employed at the school, school governors, outside bodies.

Supervision Received
You will work under the reasonable direction of the Head/Head of Faculty.

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PERSON SPECIFICATION

POST TITLE **Teacher of English**

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	Essential	Desirable
Qualifications	• Degree • PGCE or equivalent • Qualified teacher status (from start of contract)	
Experience	• Successful teaching experience at either (i) a school (ii) or on main teaching practice	
Ability / Skills	• Imaginative and able teacher with ability to relate well to students • Evident skills of communication both verbal and non-verbal • Ability to teach English to A level • To have an updated knowledge of the delivery and assessment of English at all levels	• Ability to teach another subject
Equal Opportunities	• Awareness of equal opportunities issues and how these can be addressed in the classroom environment	
Safeguarding	• Commitment to safeguarding and promoting the welfare of children and young people	
Disposition	• Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour • To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal • To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the faculty • Evidence of commitment to and understanding of collective responsibility	• A willingness to be involved in curriculum development