

Job description – Teacher of English

This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of Teachers contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

Teacher of English

Responsible to: The Headteacher

Responsible for: Teaching and supporting all designated classes in the English department

Job Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students
- To monitor and support the overall progress and development of students as a teacher and through pastoral support
- To facilitate and encourage a learning experience which provides students with opportunities to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth in the context of an alternative provision for students with mental health issues

Teaching:

- To undertake a designated programme of teaching for Key Stage 3, 4 and 5
- To teach consistently high-quality lessons
- To plan and deliver schemes of work and lessons that meet the requirements of the KS3 and 4 curriculum as appropriate
- To be a positive role model for students, inspiring them to be actively interested in English
- To maintain appropriate records and to provide relevant accurate and up-to-date information for the management information system
- To complete the relevant documentation to assist in the tracking of students
- To set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- To prioritise and manage time effectively, ensuring continued professional development in line with the role
- To follow the school policies and procedures
- To ensure the effective/efficient deployment of classroom support
- To model high professional standards and actively promote and encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To implement schemes of learning for the English department at all key stages
- To maintain and grow professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in the curriculum area of English
- To promote learning through out of hours activities
- To ensure a high-quality learning environment within English

Assessment, monitoring and reporting:

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school policy
- To follow the school monitoring and tracking systems relating to student's attainment, progress and achievement
- To mark, grade and give written/verbal feedback as required
- To undertake assessment of students as requested by external examination bodies, and in school assessments
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To complete the relevant documentation to assist in the tracking of students
- To follow school policy regarding department tracking of student progress and use information to inform learning and teaching

Staff Development:

- To continue personal development in relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Appraisal process
- To participate in the whole school CPD programme

Student Support and Progress:

- To support with the pastoral care of students
- To promote the general progress and well-being of individual students
- To liaise with the relevant staff members to ensure the implementation of the Pastoral Support system.
- To register students, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To prepare for and contribute to a reflective and purposeful Review Day experience
- To contribute to the preparation of Student Risk Assessment, Learning Profiles and other reports as required
- To alert the appropriate staff to problems experienced by students
- To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour Policy so that effective learning can take place

Safeguarding:

- To be keenly aware of the responsibility for safeguarding children and to be vigilant in the application of the Safeguarding and Child Protection policy within the school
- To comply with the school's Safeguarding Policy in order to ensure the safety and welfare of children and young people

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate
 - To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties at break times
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy.

Notes: The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Teacher of English**Outer London pay scale + SEN 1****Person specification**

1. Appropriate academic qualifications (to degree level), QTS and the ability to teach English throughout the school to Key Stage 3 and 4 as well as experience of delivering A Level English to be able to support the inpatient cohort.
2. Successful experience as a teacher of English in a current post or during teaching practices (ECT) and both the ability and drive to develop further.
3. The ability to work and learn in a collaborative, innovative team with high standards committed to raising expectations and achievement of all students with mental health issues.
4. Evidence of excellent communication and organisational skills.
5. A good understanding of the English curriculum and GCSE specifications.
6. The willingness to teach other subjects if required.
7. Evidence of being able to build and sustain effective working relationships with staff both at the school and the medical team, parents/carers and the wider community.
8. The ability to contribute to the wider work of the school, including our pastoral work and other activities.
9. Flexibility and adaptability in order to be able to mix and work with a wide range of people and a commitment to equality and diversity.
10. A commitment to professional development.
11. An interest in learning about mental health
12. To be alert and active on issues relating to safeguarding and child protection