

JOB DESCRIPTION

JOB TITLE:	Teacher of English
JOB HOLDER REPORTS TO:	Head of Curriculum Area
BASIC JOB PURPOSE:	To be a good role model who leads by example and demonstrates the Knowledge, understanding and skills demanded by QTS.

MAIN RESPONSIBILITIES:	<p>Working Time: 195 days per year comprising –</p> <ul style="list-style-type: none"> • Teaching – up to 44 hours per fortnight (max); • PPA Time – 4 hours per fortnight (min); • Meetings – 1 per week (min); • Directed hours - 1265
No. 1.	<p><u>The main areas of responsibility and accountability are listed below:</u></p> <p>To uphold high standards of teaching and learning by:</p> <ul style="list-style-type: none"> • having a secure knowledge and understanding of their specialist subject(s) for secondary equating to degree level; • following designated Schemes of Work and department best practice; • having a detailed knowledge of the relevant aspects of the pupils' National Curriculum and other statutory requirements; • understanding progression in their specialist subject(s), including before their specialist age range; • coping securely with subject related questions which pupils raise and knowing about pupils' common misconceptions and mistakes in their specialist subject(s); • identifying clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught; • setting appropriate and demanding expectations for pupils' learning, building on prior attainment; • identifying pupils who have special educational needs, and knowing where to get help in order to give positive and targeted support, implement and keeping records on Individual Educational Plans (IEPs); • ensuring effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenges are maintained, and best use is made of teaching time; • setting high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships; • using teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources;
No. 2.	<p>To be responsible for the outcomes of student learning by:</p> <ul style="list-style-type: none"> • assessing how well learning objectives have been achieved and use this assessment for future teaching; • marking and monitoring pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progression;

	<ul style="list-style-type: none"> • when applicable, understanding the demands expected of pupils in relation to the national Curriculum, KS4 and post 16 courses; • selecting and making good use of textbooks, ICT and other learning resources which enable teaching objectives to be met; • Securing progress towards pupil targets.
No. 3.	<p>To enhance personal and department knowledge /skills/expertise by:</p> <ul style="list-style-type: none"> • using data to effect improvement in teaching and learning; • understanding the need to take responsibility for their own professional development and keep up-to-date with research and developments in pedagogy and in the subjects they teach; • understanding their professional responsibilities in relation to school policies and practices; • setting a good example to the pupils they teach in their presentation and their personal conduct; • evaluating their own teaching critically and using this to improve their effectiveness; • establishing effective working relationships with professional colleagues including, where applicable, associate staff; • knowing how to prepare and present informative reports to parents; • recognizing that learning takes place outside the school context and providing opportunities to develop pupils' understanding by relating their learning to real and work-related examples; • understanding the need to liaise with agencies responsible for pupils' welfare.
No. 4.	<p>To have a working knowledge and understanding of:</p> <ul style="list-style-type: none"> • teachers' professional duties as set out in the current School Teachers' Pay and Conditions Act; • teachers' legal liabilities and responsibilities relating to race, inclusivity, health and safety etc; • the role of school governing bodies; • his/her professional responsibilities in relation to school and departmental policies and practices, including those of a pastoral nature.

Notwithstanding the detail in this job description, in accordance with the School's/County's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Principal Responsibilities of the job.