

Job Description

Teacher of English

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| Title of Post: | <ul style="list-style-type: none"> Classroom Teacher |
| Salary Scale/Range: | <ul style="list-style-type: none"> MPS/UPS |
| Responsible to: | <ul style="list-style-type: none"> Head of Faculty |
| Employment duties | <ul style="list-style-type: none"> To carry out the duties of a teacher in accordance with the provisions of the current 'Professional Standards for Educational Practitioners in Wales' document and the 'School Teachers' Pay and Conditions' document (2015) |
| Contracting Working Time: | <ul style="list-style-type: none"> 195 days per year (full time) and to include attendance at identified calendared events during the School year A 90% (54/60 periods per cycle) teaching commitment (NQT 80% teaching commitment) |
| Purpose of the job: | <ul style="list-style-type: none"> To undertake the role of a teacher to the specified standards set out in the Teachers' Standards document |
| Duties and Responsibilities: | <p>Teaching & Learning</p> <ul style="list-style-type: none"> Manage pupil learning through effective teaching in accordance with the faculty's schemes of work and policies Ensure continuity, progression and cohesiveness in all teaching Use a variety of methods and approaches, including effective differentiation, to match curricular objectives and the full range of pupils needs, and ensure equal opportunities for all pupils Set homework regularly, in accordance with the School homework policy, to consolidate and extend learning and encourage pupils to take responsibility for their own learning Work with the ALNCO and support staff in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons Support individual learning, including pupils who are identified as MAT, by planning work with appropriate challenge and monitoring and reviewing pupil outcomes regularly Use Assessment for Learning strategies which include using clear and precise learning objectives and defining criteria for success for each lesson Work effectively as a member of the subject team to improve the quality of teaching and learning, by contributing to the Faculty Improvement Plan and implementing and monitoring change Implement new initiatives (School, local and National), by adapting |

classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes as directed by the Headteacher

- Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement
- Use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure and promote their self-esteem

Accountability

- Be immediately responsible for the process of identification, assessment, recording and reporting for the pupils in their charge
- Track pupil progress, monitoring achievement against targets set, and take appropriate action on pupil outcomes
- Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development
- Contribute towards the implementation of Individual Education Plans as detailed in the current Code of Practice, particularly the planning and recording of appropriate actions and outcomes related to set targets
- Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents
- Keep an accurate register of pupils for each lessons. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy
- To participate in the current performance management arrangements made for the review of your performance

Subject Knowledge and Understanding

- Have a thorough and up-to-date knowledge and understanding of the curriculum, level descriptors and specifications for examinations courses
- Keep up to date with research and developments in pedagogy in the subject area
- Contribute to the effective use of subject resources, including the evaluation of new equipment and materials
- Keep up to date with technological developments and the use of technology to enhance delivery, and pupil access to the subject

Professional Standards and Development

- Be a role model to pupils through personal presentation and professional conduct
- To maintain good order and discipline among the pupils by consistently adhering to the Positive Discipline policy
- Report any safeguarding concerns to the DSP, in line with school policy

- To undertake the role of a form tutor, promoting the general progress and wellbeing of individuals within your tutor group
- To be proactive in upholding the standards and values of the school, including checking on uniform, attendance and punctuality and communicating notices regularly and conscientiously
- Be familiar with the school and faculty handbooks and faculty portfolio contents and support all the school's policies
- Establish effective working relationships with professional colleagues and associate staff
- Maintain a working knowledge and understanding of the teachers' professional duties, as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation
- Liaise effectively with parents/carers and with other agencies with responsibility for pupils' education and welfare
- Be aware of the role of the governing body of the school and support it in performing its duties
- Consider the needs of all pupils, implementing specialist advice for vulnerable pupils as required
- To participate in school self-evaluation activities as required
- To celebrate achievement, promote self-worth and the ethos of the school
- To undertake duties during the week in accordance with an agreed timetable

Health and Safety

- Co-operate fully on all issues of health, safety and welfare
- Have a full understanding of visits' procedures and the relevant actions to take when planning external enrichment activities

Professional Learning

- In conjunction with the line manager, take responsibility for personal professional learning, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum
- Undertake any identified professional learning as identified by the school improvement plan, taking full advantage of any relevant training and development available
- Implement and develop pedagogical procedures introduced through the school, local or government initiatives as directed by the headteacher
- Participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received
- Carry out reflective practice exercises to further develop classroom practice

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| | <ul style="list-style-type: none">• Use 'gained time' to review teaching, learning and curriculum materials in readiness for the new academic year and curriculum/specification changes• Maintain a professional learning passport to support the performance management process, evaluating and improving own practice• Contribute to the professional learning of colleagues• Contribute to faculty development by sharing professional learning, expertise and skills with others in the team, through faculty training activities and meetings• To undertake any activity as directed appropriate by the headteacher |
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Person Specification English Teacher

| | Essential | Desirable | Method of Assessment |
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| Education and Qualifications | | | |
| Good honours degree. | ✓ | | A |
| Qualified Teacher Status/PGCE. | ✓ | | A |
| Recent and relevant Professional Learning | ✓ | | A/I |
| Higher degree or other professional qualification relevant in that area | | ✓ | A |
| Professional Knowledge and Experience | | | |
| Experience of teaching at secondary school level | ✓ | | A |
| Experience in more than one secondary school | | ✓ | A |
| Knowledge of recent specifications for GCSE | ✓ | | A/I |
| A record of outstanding practice and results as a classroom practitioner | ✓ | | A/I |
| Excellent knowledge of raising standards and achievement | ✓ | | A/I |
| Sound knowledge of the New Curriculum for Wales | ✓ | | |
| An understanding of data and its analysis, interpretation and presentation | ✓ | | I |
| Successful experience of teaching English at KS3 and KS4 | ✓ | | A/I |
| Have a good up-to-date knowledge and understanding of a range of teaching, learning and classroom management strategies and demonstrate their use effectively | | ✓ | I |
| Have a good knowledge of how the use of new technologies can promote achievement and engagement | | ✓ | I |
| Professional Skills | | | |
| Able to enthuse, inspire, motivate learners | ✓ | | I |
| Ability to work well under pressure | ✓ | | I |

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| An ability to embrace change and a willingness to learn new things | ✓ | | I |
| A high level of commitment and enthusiasm for raising standards | ✓ | | I |
| Be fully committed to the promotion of equality and diversity | ✓ | | I |
| Willingness to contribute to extra-curricular activities | | ✓ | I |
| Willingness to work in other phases to support continuity of learning | ✓ | | |
| Able to build and maintain effective relationships with the community | ✓ | | I |
| An ability to contribute to the pastoral care and caring ethos of the school | ✓ | | I |
| Communicate effectively with pupils, parents/carers and with colleagues | ✓ | | I |
| Demonstrate the highest level of professionalism | ✓ | | I |
| Possess excellent organisational skills | ✓ | | I |
| Personal Qualities | | | |
| A belief in the values and visions of the school and a desire and determination to make a significant contribution to the school as a whole | ✓ | | I |
| A belief in the potential of all young people and a proven ability to relate well to pupils | ✓ | | I |
| Honesty and integrity as an exemplary professional | ✓ | | I |
| Approachable and demonstrate high level of interpersonal skills | ✓ | | I |
| The ability to understand the need for confidentiality | ✓ | | I |
| Excellent communication skills to a variety of audiences | ✓ | | I |

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| Positive and proactive approach with energy and enthusiasm | ✓ | | I |
| Optimistic outlook and ability to maintain a sense of humour | ✓ | | I |

A - Application Form/Letter; I – Interview