



JOB DESCRIPTION

JOB TITLE:	Teacher of English
GRADE:	MPS/UPS 1.0 FTE
RESPONSIBLE TO:	Head of Faculty and Headteacher
JOB PURPOSE:	To actively support the Head of Faculty in effectively delivering high quality teaching and learning across the department to promote the highest possible achievement of students in English

KEY RESPONSIBILITIES:

- To ensure that you safeguard and promote the welfare of students and staff in the school.
- To maintain a thorough and up to date knowledge of the teaching of your subject(s) and take account of wider curriculum developments which are relevant to your work.
- To engage with quality assurance of teaching and learning within your faculty through a variety of learning walks, book looks, student voice and the faculty review.
- To plan lessons and sequences of lessons to meet the individual learning needs of all students.
- To set well-grounded consistent expectations for students in your teaching groups, using data related to prior attainment, and other information that informs how they can best learn.
- To assess, monitor and record the progress of students in your classes and give them clear and constructive feedback.
- To complete reports to parents/carers on students' attainment and progress in line with the school's procedures.
- To take responsibility for your professional development, working to improve your teaching and your students' learning through taking advantage of appropriate CPD opportunities and collaborations.
- To engage with the performance management process.
- To manage students' behaviour effectively to ensure a good and safe learning environment.
- To make a positive contribution to the wider life and ethos of the school through promoting and leading relevant extra-curricular opportunities.
- To develop effective professional relationships with colleagues, drawing, as appropriate, on advice and support.
- To communicate effectively with parents/carers.
- To promote equal opportunities for all within the school community.
- To carry out the professional duties of a school teacher, under the reasonable direction of the Headteacher, as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Other responsibilities for Teachers fall into these key areas:

CURRICULUM

The successful candidate will:

- Teach their specialist subject/s and secondary subjects as appropriate/required;
- Support in designing a broad, engaging and challenging curriculum that reflects our core values, that enables all pupils to develop a love for the subject and achieve at the highest level, and that is supported by appropriate schemes of learning;
- Share in the planning, implementation and review of the subject to take full account of all statutory and National Curriculum requirements;
- Share responsibility with other members of the faculty for the preparation of teaching materials and review of Schemes of Learning;
- Assist with the development of strategies and learning materials for students in need of learning support or learning extension. Produce and develop differentiated lessons as appropriate;
- Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which the post holder is responsible;
- Work with the Head of Faculty, colleagues and SLT, to establish effective monitoring and evaluation of Teaching and Learning within the Faculty/Subject;
- Work with students to ensure that they know their current progress or GCSE Grade;
- Work with students to ensure that they know how to improve. Set targets with students designed to improve achievement and success in line with faculty and whole school procedures;
- Give constructive feedback, undertake regular monitoring of progress and maintain accurate records;
- Act as a form tutor, as required, planning and delivering PSHE lessons and supporting the Heads of Key Stage and other colleagues on related pastoral matters pertaining to students in the form;
- Maintain full and accurate records of the assessment of student work;
- Promote a positive ethos within the subject area by example and ensure a stimulating environment for learning;
- Make full and effective use of both whole school and faculty rewards systems;
- Promote and embed whole school teaching and learning initiatives (Rosenshine, metacognition, SAS, curriculum sheets) enabling students to make more than expected progress;
- Use appropriate teaching and classroom management strategies to motivate and inspire students;
- Foster and promote faculty and whole school policies on Rewards and Sanctions.

ASSESSMENT, RECORDING AND REPORTING

The successful candidate will:

- Work with your HOF, to establish effective monitoring and evaluation of assessments and follow AFL systems within the faculty;
- Ensure appropriate planning and delivery of assessments, examinations, homework and marking in accordance with whole school and faculty policy;
- Work with students to ensure that they know what targets or GCSE Grades they are working at, what they need to do to improve, and how we can best support their achievement and success;
- Follow whole school expectations around reviewing students' work and giving constructive feedback;
- Provide developmental oral and written feedback to help pupils reflect upon and improve their work;
- Undertake regular monitoring of progress, and maintain accurate records;
- Prepare and present informative reports on pupils' progress to parents in line with whole school policies.
- Attend parent evenings, open evenings and school events as required.

COMMUNICATION

The successful candidate will:

- Promote our core values of courage, commitment and compassion through your teaching, actions and words;
- Have due regard for the systems of communication within the school;
- Attend and contribute to meetings in line with our school calendar;
- Contribute to subject/parent evenings to discuss progress and attainment of students with parents/carers;
- Contribute to Open Evening for the new intake of students each year, to promote the work of the subject area, the students and the school;
- Liaise with the Pastoral team on matters of a pastoral nature pertaining to students under their charge;
- Support all whole-school initiatives designed to ensure that all children are healthy, safe, enjoy their learning, make a positive contribution and are economically secure.

HEALTH AND SAFETY

The successful candidate will:

- Have due regard for the school's Health and Safety policy and any such issues particular to their subject area;
- Log Health and Safety incidents and near misses and report concerns to the Health and Safety Coordinator;
- Familiarise themselves with fire regulations;
- Have due regard for student safety and report any concerns to the appropriate school body;
- Supervise corridors and classroom entrances at the beginning and end of lessons to ensure that students conduct themselves in an orderly fashion in between lessons and ensure that they are on the corridors to meet and greet their classes at the start of every lesson.

OTHER RESPONSIBILITIES

The successful candidate will:

- Participate fully in professional development activities to develop good practice, sharing the learning from these as appropriate;
- Make an effective contribution to the aspirations of the school;
- Work with HOF during Faculty Reviews and the yearly evaluation of the Quality of Education in your Faculty;
- Carry out break and after school duties where directed;
- Support trainees that join the Faculty from local university providers.

CONDITIONS OF SERVICE

The successful candidate will:

- Fulfil all the requirements and duties set out in the current Pay & Conditions documents relating to the conditions of employment of teachers;
- Fulfil all of the responsibilities and duties required by the school’s policies on teaching and learning;
- Achieve any performance criteria or targets arising from the school’s Performance Management arrangements;
- Ensure that all elements of the Professional Standards for Teachers are met.

Safeguarding Commitment

Bedale High School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

This job description will be reviewed annually.

SIGNED POSTHOLDER

SIGNED HEADTEACHER

DATE