**English Teacher: Job Description**

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| **Purpose:** | * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. * To monitor and support the overall progress and welfare of students as teacher and tutor. * To plan and deliver lessons which meet individual student need and promotes progress for all sub-groups of students. * To assess students’ work accurately and provide meaningful and helpful feedback. |
| **Reporting to:** | Curriculum Leader |
| **Responsible for:** | * Implementation of college policies. * Successful student outcomes in taught classes: attainment and progress. * Meeting the teaching standards. * Maintaining a high level of professional conduct. |
| **Working time:** | 195 days per year. Full-time |
| **Salary/grade:** | Main Teachers’ Pay Scale or Upper Pay Scale as appropriate |
| **MAIN (CORE) DUTIES** | |
| **Operational/ Strategic Planning** | * To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area. * To contribute to the Curriculum Area and department’s development plan. * To plan and prepare courses and lessons. * To contribute to the whole college’s planning activities. |
| **Curriculum Development:** | To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the college’s ethos and aims. |
| **Staffing**  **Staff Development** | * To take part in the college’s staff development programme by participating in arrangements for further training and professional development. * To continue CPD, including subject knowledge and teaching methods. * To engage actively in the Performance Management Review process. * To ensure the effective/efficient deployment of classroom support. |
| **Quality Assurance:** | * To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed college procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. * To review, from time to time, methods of teaching and programmes of work. |
| **Management Information:** | * To maintain appropriate records and to provide relevant accurate and up-to-date information for the SIMS management system. * To complete the relevant documentation to assist in the tracking of students. * To track student progress and use information to inform teaching and learning. |
| **Communications:** | * To communicate effectively with the parents of students as appropriate. * Where appropriate, to communicate and co-operate with persons outside the college. * To follow agreed policies for communications in the college. |
| **Marketing and Liaison:** | * To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner colleges. * To contribute to the development of subject links with external agencies. |
| **Management of Resources:** | * To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources. * To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the college, department and the students. |
| **Pastoral System:** | * To be a Form Tutor to an assigned group of students. * To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. * To liaise with a Pastoral Leader to help implement the college’s pastoral system. * To electronically register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of college life. * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * To communicate as appropriate, with the parents of students and with persons or bodies outside the college concerned with the welfare of individual students. * To contribute to PSHE, citizenship and enterprise activities according to college policy * To apply the behaviour management systems so that effective learning can take place. * To meet with the Pastoral Leader as required to liaise over the progress of students. |
| **Teaching:** | * To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in college and elsewhere. * To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To undertake a designated programme of teaching. * To ensure a high-quality learning experience for students. * To prepare and update subject materials. * To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus. * To maintain discipline in accordance with the college’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. * To undertake assessment of students as requested by external examination bodies, departmental and college procedures. * To mark, grade and give written/verbal and diagnostic feedback as required. |
| **Other Specific Duties**: | |
| * To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The college will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

**Person Specification**

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| **Area** | **Essential** | **Desirable** |
| **Qualifications** | * Graduate with QTS |  |
| **Experience** | * Experience of teaching across the 11 – 16 age range * Experience of working with SEND and disadvantaged students * Experience of working with students with low, middle and high prior attainment * Experience of being a tutor * Evidence of undertaking appropriate professional learning |  |
| **Knowledge and Skills** | * Ability to set and maintain high expectations of student behaviour and work, whilst maintaining positive, nurturing and warm relationships with the full range of students and classes * Plan and deliver work which is pitched at a high level, whilst making this level accessible for students with additional needs or low attainment – by scaffolding and chunking learning. * Excellent professional subject knowledge * Knowledge of the assessment and curriculum demands of the new GCSEs * Ability to accurately assess students work * Understanding of student data and its importance in planning learning * Proven effective classroom control and management of student behaviour * Ability to plan for progress within and across a series of lessons |  |
| **Personal Attributes** | * Strong commitment to the vision of Tough Care * Ability to develop excellent and appropriate working relations with staff, students and parents * Receptive to feedback, suggestions and new ideas * Flexible and adaptable to meet the needs of the college * Ability to meet deadlines and good time-management * Ability to work constructively with others |  |