



CLAYESMORE

D O R S E T

Job Title **Teacher of English**

Responsible to **Head of English**

Responsibilities and Duties

Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear learning objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriately challenging expectations
- Setting clear targets, building on prior attainment
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and prep
- Using a variety of teaching methods to match approach to content, structure information and to the needs of the pupils
- Presenting key ideas and using appropriate vocabulary
- Using effective questioning, listening carefully to pupils, giving attention to errors and misconceptions
- Selecting appropriate learning resources and developing study skills
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support
- Liaising with all staff who teach the student

Monitoring, Assessment, Recording, Reporting

- Produce an Individual Education Plan that is accessible to all teaching staff
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching

- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed
- Use the available data to identify strengths and weaknesses
- Monitor strengths and weaknesses, and recognise the level at which the pupil is achieving
- Undertake assessments of students as requested by examination bodies, and departmental and school procedures
- Prepare and present informative reports to parents
- Report information of significance to the Head of Department or other appropriate senior managers.

Curriculum Development

- Contribute to departmental and whole school planning activities with a particular focus on improving literacy in the classroom and across the curriculum.
- Teach up to KS4, following the Edexcel IGCSE English Literature and English specification, with the opportunity to teach A Level English Language and Literature for the right candidate.

Pastoral Duties

- Promote the general progress and well-being of individual students
- Liaise with House Staff, the Deputy Head and the Assistant Head to ensure the correct implementation of the school's pastoral systems
- Register students and encourage their participation in all aspects of school life
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- Communicate, as appropriate, with parents (or guardians) of students, after consultation with appropriate staff

Staff Development

- To participate in the school's Continual Professional Development arrangements
- To take responsibility for own professional development and to set objectives for improvements, this includes the up to date knowledge and use of ICT
- To participate in arrangements for further training and professional development as a teacher

Other Professional Duties

- Have an appreciation of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children
- Have a commitment to the importance of promoting and safeguarding pupils' welfare
- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Know subject(s) or specialism(s) to enable effective teaching
- Establish effective working relationships and set a good example through personal and professional conduct

- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students
- Contribute to the corporate life of the school through effective participation in meetings necessary to coordinate the management of the school
- Take part in marketing and liaison activities such as Open Days/ Evenings and Parents' Evenings
- Provide a lesson that can be used by other staff in the event of absence
- Participate in administrative and organisational tasks related to the post
- Carry out any reasonable duties given to him/her by the Head

Notes

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed
- The conditions of the Clayesmore salary scheme provide enhancement to DfE salary provision in recognition of a strong contribution to the extra-curricular life of the school.

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(Job Holder)

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(Human Resources Manager)

Date:

Date:

Date reviewed : **February 2019**
Reviewed by : **Head of English**

