Job Description

Description of role

- 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 development of students as a teacher/Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Duties and Responsibilities

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school 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 endeavour to ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To endeavour to ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school'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 school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- 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 the Senior and Extended Leadership Teams to endeavour to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- 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 school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to RSHE and citizenship and enterprise according to school policy
- To apply the behaviour management systems so that effective learning can take place.

- To assist the Head of Dept and Senior Leadership Team to endeavour to ensure that the curriculum area provides a range of teaching, which complements the school's strategic objectives.
- To assist in the process of curriculum development and change so as to endeavour to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's aims and strategic objectives.
- To attend Parents' Evenings and other relevant events.
- To contribute to the development of effective subject links with external agencies.

Organisational Responsibilities

Values and behaviours

- To demonstrate and be a role model for the school's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Operational/Strategic Planning

- To develop alongside Head and Deputy Head of Dept appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

Communication

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Health, Safety and Wellbeing

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To actively promote the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Equality and diversity

- To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

- To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Performance management

- To take an active part in the school's Continuous Professional Development programme.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To endeavour to ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality assurance

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school 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.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.
- To identify exam related entries for classes taught when required.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Dept to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to endeavour to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person Specification

Attributes	Essential
Qualifications	• Qualified to degree level and above in a subject relevant to the post • Qualified to teach in the UK • Right to work in the UK • Understanding of role regarding safeguarding and child protection • Knowledge of KS3 and KS4 curriculum in English
Experience	• Recent teaching of English at KS3 & KS4 • A proven track record of excellent outcomes for pupils
Skills and Knowledge	• Effective organisational skills including the ability to meet deadlines • Belief in the potential of individuals • Ability to work independently and as part of a team • Commitment to own professional development • Able to work in ways that promote equal opportunities
Personal Qualities	• Self-aware, empathic, able to manage feelings, motivate and effective social skills • The ability to influence and motivate others • Excellent health and attendance record