



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Teacher of English Job description

Post Title: Teacher of English

Responsible to: A member of the Middle Leadership Team

About the role

- We are seeking to appoint an inspirational teacher with a passion for English and a driving ambition to continue to raise standards at all key stages.
- To teach across the age and ability range, as and when experience allows, and to provide a learning environment that enables all students to make progress regardless of their starting points.
- To share the responsibility of all staff to ensure that our students are challenged, encouraged, nurtured and developed as all-round young people.

Main Responsibilities

- Teach across the full range of ages and abilities, as and when experience allows
- Be committed to safeguarding and promoting the welfare of young people
- Monitor and evaluate the progress of students in your classes in line with school policies, and lead on actions within your classes to address underachievement
- Plan and deliver lessons that are in line with the department's curriculum
- Maintain good order and discipline in line with the school's behaviour policy
- Actively engage in the performance management process
- Communicate effectively both orally and in writing with students, staff, parents and governors
- Commit to your own continued professional development
- Keep up to date with your subject knowledge
- Attend all relevant meetings as required to fulfil your role and responsibilities
- Lead and participate in extra-curricular activities
- Be a form tutor as required
- Take responsibility for completing all safety checks, e.g. online training, when directed
- Ensure that all students have equality of opportunity
- Promote the school's ethos and culture within the department and wider community
- Comply with the school's Health and Safety policy

Safer Recruitment

1. This role will require the post holder to have an enhanced DBS check.
2. It is the individual's responsibility to promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.

General

1. Play a full part in the life of the school community; support the school's priorities and ethos and encourage students to follow this example.
2. Undertake continued personal professional learning activities, as agreed with the Line Manager / CPL coordinator.
3. Participate in subject team activities arranged for open evenings.
4. Undertake duties as per the published rota.
5. Undertake a reasonable share of cover lessons in accordance with the published cover policy.
6. Undertake any other responsibilities or tasks as reasonably requested by the Headteacher.

Upper Pay Spine

1. In addition to the above, teachers who have progressed to the Upper Pay Spine will be expected to undertake additional responsibilities. The scope of these should increase along with UPS progression.
2. Teach consistently good or better lessons, to improve the delivery of an increasing number of outstanding lessons.
3. Contribute to developments within the subject/year team and lead on appropriate aspects, as agreed by their line manager.
4. Undertake induction, coaching and mentoring of identified staff or trainees, in line with the school's policy.
5. Contribute to the whole school's professional development programme as appropriate.
6. Provide guidance, support and mentoring for identified students, as agreed with their line manager.

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

We are looking for a candidate who can demonstrate the following essential or *desirable* requirements

Qualifications
<ul style="list-style-type: none">• A good honours degree
<ul style="list-style-type: none">• Qualified teacher (QTS)/PGCE
<ul style="list-style-type: none">• A commitment to ongoing professional development with evidence of further study or professional training

Knowledge and Experience
<ul style="list-style-type: none">• Enthusiasm and passion for teaching
<ul style="list-style-type: none">• Excellent classroom practitioner
<ul style="list-style-type: none">• Knowledge of current educational developments in the subject and implications
<ul style="list-style-type: none">• Good understanding of how students learn and how to engage all levels of learning
<ul style="list-style-type: none">• Good understanding of how to use assessment to raise standards of achievement
<ul style="list-style-type: none">• Good subject knowledge

Skills and Abilities
<ul style="list-style-type: none">• Able to communicate well, both in writing and orally
<ul style="list-style-type: none">• Excellent organisational skills
<ul style="list-style-type: none">• Good ICT skills and being able to use them in own teaching
<ul style="list-style-type: none">• Able to manage time effectively and work to deadlines
<ul style="list-style-type: none">• Ability to develop good personal relationships with students, staff and parents

Personal Qualities
<ul style="list-style-type: none">• Committed to safeguarding and promoting the welfare of young people
<ul style="list-style-type: none">• Excellent record of attendance and punctuality
<ul style="list-style-type: none">• Ability to work well within a team
<ul style="list-style-type: none">• Enthusiastic
<ul style="list-style-type: none">• Ability to work under pressure and meet deadlines
<ul style="list-style-type: none">• The ability to motivate others

• Positive attitude
• Self-motivated and hardworking
• Creative

Signed:	
Date:	