



HESTON COMMUNITY SCHOOL

JOB DESCRIPTION: TEACHER OF ENGLISH

Salary

The postholder will be paid on the appropriate point of the main scale.

Line of Responsibility

The Teacher is directly responsible to the Curriculum Leader on curriculum matters and to the Learning Coordinator for Tutorial and Year Group issues.

Job Content

Strategic Purpose

- The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document.

Operational Responsibilities

Teaching and Learning

- Teach all age groups
- Plan work in accordance with Curriculum Area Schemes of Work and National Curriculum Programmes of Study.
- Take account of all students' prior levels of attainment and use them to plan challenging lessons and set future targets.
- Monitor and identify underachieving students from performance data.
- Address underachievement through contributing to School strategy as well as developing and implementing curriculum area strategies and approaches.
- Set work when required for absent students.
- Establish a purposeful working atmosphere during all learning activities following School policies
- Actively support extra-curricular activities to enhance students' experiences
- Manage the behaviour of students in classrooms and around the School.
- Understand and fulfil all the requirements of School policies and the expectations of the School

Assessment, Recording and Reporting

- Keep appropriate records of students' work.
- Mark and return work set, including homework within an agreed and reasonable time.
- Use the School's Marking Scheme at all times.
- Carry out assessment programmes, as agreed by the School or Curriculum Area.
- Complete Student Reports in line with School Policy.
- Attend Parents' Evenings as required and keep parents/carers informed about their child's performance and future targets.

Tutor Role

- Undertake responsibility for a Tutor Group.
- Monitor and set targets for the social and academic progress of all students in the Tutor Group.
- Endeavour to build up a good relationship with the students in the Tutor Group so that they will look to you for support and advice.
- Report issues of concern to the appropriate senior staff.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.

Additional Responsibilities

- Promote the School ethos in which the highest achievements are expected from all members of the School community.
- Adhere at all times to the professional business standards of dress, courtesy and efficiency in line with the ethos of the School.
- Attend Staff, Curriculum, Year Group and other School meetings.
- Attend and participate in Open Evenings.
- Uphold the School's behaviour code and uniform regulations.
- Be responsible for ensuring subject knowledge is developed and participate in staff training and development

Key organisational Objectives

To contribute to the School by:

- Following Health and Safety requirements and initiatives, as directed.
- Ensuring compliance with Data Protection legislation.

- Operating at all times within the School's Equalities Policies, demonstrating commitment and contribution to improving standards and attainment.
- Contributing to the maintenance of a caring and stimulating environment for young people

Performance Management and Professional Development

The teacher will be part of the School's Performance Management Scheme. S/he will have a Team Leader who will set agreed targets for the year. The Team Leader will monitor and review performance, including classroom teaching. The School will support the continuing professional development of all staff to ensure that their expertise is being kept up to date.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

To uphold the School's Policy in respect of Child Protection matters.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

In particular attention is drawn to the new requirements for Planning Preparation and Assessment Time – *'With effect from September 1st 2005, all teachers at a school with timetabled teaching commitments....have a contractual entitlement to guaranteed PPA time within the timetabled teaching day.'*

'The amount of guaranteed PPA time should be set as a minimum of at least 10% of a teacher's timetabled teaching time.'

The postholder may be required to perform any other reasonable tasks, after consultation.

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 constructed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All staff members participate in the School's Performance Management Scheme.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1964 [Exemptions] Order 1975, as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

The post allows substantial access to children. Candidates are required to comply with School procedures in relation to CRB checks. If candidates are successful in their application then prior to taking up the post, they will be required to give written permission to the School to ascertain details from the ISA [Independent Safeguarding Authority] regarding any convictions against them and, as appropriate, the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the School's Equalities Policies.

Date of Issue: _____

Signature of Post Holder: _____

Signature of Headteacher: _____

HESTON COMMUNITY SCHOOL

PERSON SPECIFICATION: TEACHER OF ENGLISH (MPS)

Qualifications	Essential	Desirable
Educated to degree level or equivalent	<input type="checkbox"/>	
Qualified Teacher Status	<input type="checkbox"/>	
Experience		
Ability to use IT effectively	<input type="checkbox"/>	
Use IT to raise achievement	<input type="checkbox"/>	
A commitment and understanding of the use of IT in the curriculum	<input type="checkbox"/>	
High quality teaching to students of all ages and abilities	<input type="checkbox"/>	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring of work	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> [NQTs]
Demonstrable experience of improving successful student outcomes in the last three years	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> [NQTs]
Producing high quality experiences and outcomes for students	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> [NQTs]
Experience as a Tutor and/or pastoral work	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> [NQTs]
Ability to teach high ability students	<input type="checkbox"/>	<input type="checkbox"/>
Skills		
Excellent communication and organisational skills	<input type="checkbox"/>	
Ability to work hard under pressure while maintaining a positive, professional attitude	<input type="checkbox"/>	
Ability to organise and prioritise workload and work on own initiative	<input type="checkbox"/>	
Excellent creative teaching ability	<input type="checkbox"/>	
Commitment to personal career development	<input type="checkbox"/>	
Excellent personal, oral and written presentation skills	<input type="checkbox"/>	
Ability to demonstrate total commitment and loyalty to the organisation	<input type="checkbox"/>	
Knowledge and Understanding		
Developments in the National Curriculum and	<input type="checkbox"/>	

Examination specifications		
Developing differentiated lesson plans and Schemes of Work	<input type="checkbox"/>	
Understanding of what makes a good and outstanding lesson	<input type="checkbox"/>	
Equal Opportunities		
Understanding of students' different social and cultural backgrounds	<input type="checkbox"/>	
Understanding of the needs of students and appropriate strategies to support them	<input type="checkbox"/>	