

Haydock High School



Job Description

1. INTRODUCTION

1.1 **NAME OF POSTHOLDER:** _____

1.2 **JOB TITLE:** Teacher of English

1.3 **STATUS:** Permenant

1.4 **Specific Accountabilities:**

- Monitor and support the the overall progress and development of students.
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment and achievement across the curriculum and monitor and enhance student progress.
- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

1.5 **Line Management:**

- Reporting to – Head of Department

1.6 **Liaising With:**

- Headteacher, Senior Leadership Team, Governing Body , teachers and support staff, LA representatives, external agencies and parents.

1.7 **Salary Scale:**

- MPS/UPS

1.8 **Working Time:**

- Full time as specified within the STPCD

1.9 **DBS Disclosure Level**

- Enhanced

2. TEACHING

- 2.1 Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- 2.2 As part of your contractual obligations you may be required to teach identified classes in our partner primary and high schools as part of our outreach work either here or in those schools.

3. TEACHING AND LEARNING

- 3.1 Teach students according to their educational needs, including the setting and marking of differentiated work to be carried out by the student in school and elsewhere.
- 3.2 Ensure a high quality learning experience for students which meets internal and external quality standards.
- 3.3 Provide clear structures for sequences of lessons which maintain pace, motivation and challenge based on objectives which students fully understand.
- 3.4 Use teaching methods which incorporate ICT, literacy and numeracy which sustain the momentum of pupils' work and keep all pupils engaged.
- 3.5 Mark, grade and monitor students classwork and homework, providing constructive oral and written feedback and setting appropriate targets to maximise pupils' progress
- 3.6 Assess, record and report on attendance, progress, development and attainment of students and to keep such records as required.
- 3.7 Undertake assessments of students, underpinned by the principles and practice of AfL and as requested by external examination bodies and school procedures.
- 3.8 Have an extensive and deep knowledge and understanding of your subjects/curriculum areas and related pedagogy.
- 3.9 Set high standards for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through the development of positive and productive relationships
- 3.10 Be familiar with School's current systems as outlined in policy documentation including Health/Safety and Child Protection policies.

4. OPERATIONAL/STRATEGIC PLANNING

- 4.1 Contribute to the development of the mathematics curriculum, resources, schemes of work, teaching strategies and departmental initiatives.
- 4.2 Cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- 4.3 Contribute to the Department's development plan and implementation.
- 4.4 Help implement school quality procedures and to adhere to those.
- 4.5 Take part in staff development programmes by participating in CPD arrangements.

5. QUALITY ASSURANCE

- 5.1 Ensure the effective operation of quality control systems.
- 5.2 Support the whole school process of the setting of targets and to work towards their achievement.
- 5.3 Help to establish common standards of practice across departments and develop the effectiveness of teaching and learning styles in all subject areas.
- 5.4 Contribute to the school procedures for lesson observation and self-evaluation.
- 5.5 Implement school quality procedures and to ensure adherence to those within the department.
- 5.6 Seek/implement modification and improvement where required.
- 5.7 Actively participate in the school's CPD programme and appraisal process.

6. CURRICULUM PROVISION AND DEVELOPMENT

- 6.1 Assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- 6.2 Assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining/awarding bodies and the school's development priorities.

7. COMMUNICATIONS AND LIAISON

- 7.1 Ensure effective communication/consultation as appropriate with the parents of students.
- 7.2 Liaise with partner schools, higher education, industry and other relevant external bodies.
- 7.3 Contribute to the planning and delivery of school liaison activities.

8. MANAGEMENT OF RESOURCES

- 8.1 Work with the relevant Head of Department to ensure that the Teaching and Learning development plan is delivered effectively and that staff resources are used effectively.

9. PASTORAL SYSTEM

- 9.1 Monitor and support the overall progress and development of students within classes.
- 9.2 Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- 9.3 Contribute to PSHE, Citizenship and Enterprise according to school policy.
- 9.4 Ensure the behaviour management system is implemented by staff so that effective learning can take place.

10. SCHOOL ETHOS

- 10.1 Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- 10.2 Support the school in meeting its legal requirements for worship.
- 10.3 Promote actively the school's corporate policies.

- 10.4 Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- 10.5 This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

11. SIGNATURES

The school 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Signed
(Headteacher)

Dated
(Teacher)

Dated
(Headteacher)