

Job Description



Arnold Hill School
& Technology College

Name:

Teacher of English

Main Scale

Responsible to Head of English

General Introduction

The role of the classroom teacher is fundamentally important in raising achievement. It is in many ways the most important role in school. Through you students will be provided with the skills and knowledge to achieve academic success and receive guidance to improve on their personal best. You will have a significant part in raising their self-esteem and providing a learning environment where young people know you believe in them and want them to succeed.

Professional Values and Practice

- Treat all students with respect whatever their background and through your positive values, high standards and concern for their success provide a strong role model
- Deal with parents in a sensitive and effective way that promotes an effective partnership in the best interest of their child
- Contribute to and support the team ethos of the school
- 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 cooperate with other staff to ensure the a sharing and effective usage of resources to the benefit of the school department and the students

Knowledge and Understanding

- Ensure you maintain an up to date knowledge of National Curriculum Programmes of Study and Exam syllabi
- Seek to develop your pedagogic skills so that students are inspired, learn group as well as academic skills whilst understanding what is expected of them and what they must do to improve
- Use the opportunities available for continuing your professional development
- To contribute to faculty/department improvement plan and its implementation
- To take part in the schools staff development programme and plan for your personal continued professional development
- To engage actively in the Performance Management Review process

Teaching: Planning, Expectations and Targets

- Ensure that all lessons are well planned with appropriate resources, making effective the school and Faculty policy on lesson structure, recording achievement and expected progress.
- Attend Faculty/Departmental meetings as necessary.
- Complete all assessments, reports and other documentation in accordance with the school's requirements.
- To assist in the development of programmes of study, resources, schemes of work, marking policies and teaching strategies within your curriculum area/department
- To contribute to the whole schools planning activities
- To ensure the effective deployment of classroom support
- To review methods of teaching and lesson plans

Teaching: Monitoring and Assessment

- Implement the policy for Assessment, recording and reporting arrangements in order to inform and be informed about student's progress towards planned objectives
- Meet individual needs through differentiation including the gifted and talented and those with special needs

Teaching and Class Management

- Build successful relationship and maintain effective discipline through well-focussed teaching and positive reinforcement
- Make use of ICT to enhance learning and utilise interactive teaching
- Take responsibility for the progress and achievement of classes over a period of time
- Provide homework in line with school policy and in order to develop independent study and extend classroom work
- Respond to Equal Opportunities issues especially if bullying or harassment is evident
- To assist the Head of Department to ensure that there are a range of teaching strategies which complement the school's strategic objectives
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, its relationship to the school aims and Improvement framework

Teaching: Pastoral

- To be a form tutor or contribute to a year team as appropriate
- To promote the general progress and well being of individual students and of the tutor group as a whole
- 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 PSHCE and citizenship and enterprise according to school policy
- To implement the Behaviour for Learning programme.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and parent/carers and to provide a welcoming environment to visitors and telephone callers.

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.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Date of Issue: May 2008