JOB DESCRIPTION

Weobley High School, Herefordshire

POST TITLE	Teacher of English
GRADE	MPS / UPS
RESPONSIBLE TO	Subject Leader
RESPONSIBLE FOR	Teaching English across the age and ability range
PURPOSE OF THE JOB	To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum and to ensure delivery of high-quality teaching and learning for which the teacher is accountable
EMPLOYMENT DUTIES	To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document

Weobley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The job description should be read alongside the range of professional duties of teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

Planning, development and coordination

- To set challenging teaching and learning objectives, which are relevant to all pupils in their classes
- To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess pupils' learning
- To select and prepare resources, and plan for their safe and effective organisation, taking into account pupils' interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate
- To contribute to teaching teams, meetings and events
- To plan for the deployment of any support staff who are contributing to pupils' learning
- To plan opportunities for pupils to learn in out of school contexts
- To produce long- and short-term planning in accordance with school policy and procedures and within required deadlines
- To implement and review the subject development plan in conjunction with the Subject Leader
- To develop and audit schemes of work and other relevant documentation within school and to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met
- To develop strategies to promote new teaching methods and improve learning throughout the school and monitor their effectiveness in raising standards of teaching and learning

- To lead or contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice
- To manage resources and make recommendations in order to maintain and develop curriculum provision

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Monitoring and assessment

- To make appropriate use of the school's monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives
- To use monitoring and assessment information to improve planning and teaching
- To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support pupils as they learn
- To involve pupils in reflecting on, evaluating and improving their own performance and progress
- To assess pupils' progress accurately against appropriate standards
- To identify and support pupils with differing levels of ability and those experiencing behavioural, emotional and social difficulties
- To identify the levels of attainment for pupils learning English as an additional language and identify learning activities to provide cognitive challenge as well as language support
- To record pupils' progress and achievements systematically, providing evidence of the range of their work progress and attainment over time to inform planning
- To report on pupils' attainment to parents, carer, other professionals and pupils as appropriate

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Teaching and class management

- To have high expectations of pupils and build successful relationships centred on teaching and learning
- To establish a purposeful learning environment where diversity is valued and where pupils feel safe, secure and confident
- To teach the required or expected knowledge, understanding and skills relevant to the curriculum for pupils in their age range
- To teach clearly structured lessons or sequences of work which interest and motivate pupils, make learning objectives clear, employ interactive teaching methods and collaborative group work
- To promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning
- To differentiate teaching to meet the needs of pupils of all ability ranges taking into account varying interests, experiences and achievements of boys and girls in different cultural and ethnic groups to help them make good progress
- To organise and manage teaching and learning time effectively
- To organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively with the help of support staff where appropriate
- To set high expectations for pupils' behaviour and establish a clear framework for classroom discipline in line with school policy to anticipate and manage pupils' behaviour constructively and promote self- control and independence

- To use ICT effectively in delivery of teaching and learning
- To take responsibility for teaching a class or classes over a sustained and substantial period of time
- To provide homework and other out-of-class work which consolidates and extends work carried out in the class and encourages pupils to learn independently
- To work collaboratively with other professionals and manage the work of support staff to enhance pupils' learning
- To recognise and respond effectively to equality issues as they arise in the classroom and challenging stereotyped views, bullying and harassment in accordance with school policy and procedures
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To attend and participate in regular meetings
- To participate in training, continuous professional development and other learning activities as required including participation in the school's performance management arrangements

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Particular responsibilities within the subject area:

- A teaching programme for Key Stage 3 and Key Stage 4 that will cover Years 7 to 11
- A teaching and learning programme for current courses on your timetable.
- To participate in and organise out of class activities when needed that are considered to be an essential part of the curriculum e.g. clubs, visits, workshops
- Work effectively with the support staff on matters of organisation and display
- Monitoring and formative/summative assessment and target-setting using National Curriculum criteria, GCSE assessment objectives and school-based data systems
- Development of the use of ICT opportunities in the curriculum
- Creating an effective and stimulating learning environment in your classroom and in the department
- Using excellent practice to ensure the delivery of the Every Child Matters (ECM) and Assessment for Learning (AFL) agendas

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The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade union representation will be welcomed in such discussions.

PERSON SPECIFICATION

Weobley High School

Criteria	Essential	Desirable	Method of assessment
Qualifications	▪ DFE recognised Qualified Teacher Status. ▪ Honours Degree in related subject	▪ Evidence of continuing professional development.	Application form Certificates
Experience	▪ Proven record as a teacher whose students reach high standards of learning and achievement ▪ Experience of teaching across the full age and ability range of an 11-16 school.	▪ Experience as a Form Tutor. ▪ Contribution to extra-curricular activities. ▪ Development of leadership skills	Application form References Interview
Knowledge and Skills	▪ Excellent classroom practitioner. ▪ Appropriate level of subject specific knowledge. ▪ Works well within and contributes to team development. ▪ Good ICT, oral and written communication skills. ▪ Ability to work under pressure and keep to deadlines. ▪ Ability to be sensitive to the needs of others. ▪ Ability to be supportive. ▪ Willingness to reflect upon experiences in a critical and constructive manner. ▪ An awareness of recent developments in the subject ▪ Willingness to adopt a variety of teaching techniques ▪ Understands and values the processes of planning as an aid to raising standards		Application form References Interview Lesson Observation
Personal Attributes and Qualities	▪ Commitment to the needs of all students, irrespective of ability ▪ Passion/enthusiasm for subject ▪ To have high expectations of students ▪ Able to enthuse, engage and motivate students ▪ Willingness to work in close partnership with staff, parents and other professionals ▪ High level of integrity and professionalism at all times ▪ Willingness to adopt and to share new ideas.		Application form References Interview Lesson Observation