



Role Profile: Teacher of English (Full-Time)

Purpose

The post holder will be responsible for pupils' learning and progress across the full age and ability range within the Senior School (Years 7-11). The post-holder should blend creativity and rigour in the classroom, have a passion for English and Public Speaking with the motivation to work collaboratively with the Head of English in propelling our enthusiastic and hardworking pupils to excellent rates of academic progress.

Professional Standards

- Supporting and promoting the aims and ethos of the school
- Inspiring trust and confidence in pupils, colleagues and parents
- Engaging and motivating pupils
- Building a strong profile for the subject, both within and beyond the English Department
- Continually striving to develop the quality of pupils' learning
- Working collaboratively and with a commitment to continuous improvement
- Actively contributing to the successful enactment of departmental and school improvement planning
- Participating in the school's extra-curricular activities programme

Teaching

- Planning and preparing lessons in accordance with the schemes of learning and departmental handbook
- Liaising with relevant colleagues on the planning of work for collaborative delivery
- Taking account of pupils' prior levels of attainment and using them to set ambitious targets for future attainment
- Maintaining good discipline by adherence to the advice given to colleagues in the Staff Handbook and elsewhere
- Setting high expectations for pupils' behaviour by establishing a purposeful working atmosphere in accordance with the Code of Conduct
- Setting appropriate and demanding expectations for pupil learning, motivation and presentation of work

Assessment, Recording and Reporting

- Maintaining plans of lessons undertaken and records of pupils' work
- Marking, monitoring and returning work within a reasonable and agreed timespan, providing constructive oral and written feedback, and clear targets for future learning as appropriate
- Reporting pupil progress in line with school policy and as specified in the published calendar
- Keeping parents informed of pupil progress by attendance at parents' evenings and by other measures as appropriate
- Being familiar with the code of practice for identification, referral, assessment and monitoring of special educational needs

Pastoral Care

- Undertaking responsibility for a form group as required
- Being the first point of contact for parents of pupils in the form
- Setting targets for and monitoring the social and academic progress of pupils in the form
- Promoting and monitoring pupil attendance in accordance with school policy

Safeguarding Responsibilities

- Complying with safeguarding policies, procedures and the employee code of conduct
- Demonstrating a personal commitment to safeguarding and pupil/colleague wellbeing
- Ensuring that any safeguarding concerns or incidents are reported appropriately in line with policy
- Engaging in safeguarding training when required

Signed (Post holder)

Signed (Head)

Date

Person Specification

	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • A good Honours degree 	<ul style="list-style-type: none"> • Courses of further study relevant to the post • Qualifications in additional areas of interest • Evidence of involvement in personal CPD • Involvement in Drama and Public Speaking
Skills and Personal Characteristics	<ul style="list-style-type: none"> • Enthusiasm for and knowledge of the subject • An ability to communicate effectively with parents, pupils and staff in a variety of ways • An ability to think originally and creatively, and to show initiative • A commitment to support the ethos of the school as a community • Good ICT skills • An ability to cope with a busy working day and a varied programme of teaching • A sense of humour • Evidence of the ability to lead and work as a member of a team • A clear understanding of how to engage with school data • Excellent attendance record • High standards of professionalism • Understanding of pastoral care needs and willingness to be a Form Tutor • A concern for the reputation of the school • An ability to contribute to extra-curricular activities 	<ul style="list-style-type: none"> • Excellent administrative abilities • Clear understanding and knowledge of current curriculum issues

	Essential	Desirable
Other	<ul style="list-style-type: none"> • Ability to lead and motivate a high performing team • Ability to respond flexibly and adapt to changing and challenging circumstances • Ability to persuade, negotiate, influence and motivate others • Ability to maintain strict confidentiality of information received and process as part of the job role • Ability to set and maintain high standards • Ability to project a professional image for the school • Willingness to undertake appropriate training • Willingness to deliver appropriate training within the school as deemed necessary by the Headteacher 	