



Job Description – Teacher of English

JOB TITLE: Teacher of English

SCHOOL: Fairfield High School for Girls

RESPONSIBLE TO: Head of Faculty, SLT link and Headteacher

SALARY: Main Pay Scale/UPS

PURPOSE OF POST:

- To plan and prepare lessons with high quality teaching and learning which meet pupils' individual needs.
- To use a range of appropriate strategies for teaching and classroom management, and using information about prior attainment.
- To give clear and constructive feedback in line with policy.
- Monitor pupil progress and where necessary implement teacher led intervention to ensure all pupils make at least expected progress.
- To monitor and support the overall progress and development of pupils as a teacher/Form Tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Operational/Strategic Planning

- To assist in the development of appropriate resources, schemes of work and teaching strategies in the subject area.
- To contribute to the subject area's departmental improvement plan and its implementation.
- To contribute to the whole school's planning activities.

Curriculum

- To assist in the Faculty process of curriculum development so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's improvement priorities and strategic objectives.

Staffing/Staff Development

- To take part in the school's staff development programme by participating in professional development.
- Reflect on your teaching practice and use constructive feedback to develop.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Appraisal process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To review from time to time methods of teaching and programmes of work and change when appropriate.
- To take part, as may be required, in the review of activities relating to the curriculum.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Pupil Tracking, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils. To ensure that school deadlines are adhered to.
- To track pupil progress and use information to inform teaching and learning.

Communications

- To communicate effectively with the parents and carers of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- Attend the appropriate Parent/Carer Evenings to help keep parents and carers involved about the progress of their child.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings and Parent/Carer Evenings.

Management of Resources

- To identify resource needs and to contribute to the efficient/effective use of resources.
- To co-operate and collaborate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

Pupil Support System

- To be a Form Tutor to an assigned group of pupils including tutor/pupil interviews if appropriate.
- To liaise with the Pastoral team to support individual pupils as required.
- To register pupils using SIMS lesson monitor (or a paper register if appropriate) in accordance with school policy at the start of each lesson.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- Be familiar with the Code of Practice for the identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for pupils.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.

Teaching

- To provide evidence that you are consistently meeting all of the Teacher Standards set out by the Department in Education 2012.
- To plan and prepare high quality teaching and learning courses and lessons and sequences of lessons to meet pupil's individual needs, using a range of appropriate strategies for teaching and classroom management, and using information about prior attainment to set well-grounded expectations for pupils giving clear constructive feedback.
- To give constructive feedback in line with policy.
- Monitor pupil progress and where necessary implement teacher led intervention to ensure all pupils make at least expected progress.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To teach pupils according to their educational needs, including the setting and marking of work in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for pupils which meets internal and external quality standards.
- To use a variety of delivery methods. Plan lessons and sequences of lessons to meet pupils' individual learning needs.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and home learning.
- Set high expectations for pupils' behaviour by establishing a purposeful working atmosphere.
- To take appropriate action regarding pupils involved in poor behaviour choices in conjunction with the subject team, Head of Faculty and Pastoral team.

- To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.
- Set appropriate and demanding expectations for pupils' learning, motivation and presentations of work.
- To mark, grade and give written/verbal and diagnostic feedback with clear targets for future learning as required within a reasonable time span according to policy.
- Take account of pupils' prior levels of attainment and use them to set targets for future improvements.
- Set work for pupils absent from school for health or disciplinary reasons.
- Work in collaboration with classroom support attached to any teaching group.

Professional Standards

- To support the aims of Fairfield High School to promote a learning community where pupils work hard and flourish.
- To be an effective professional, who challenges and supports all pupils to do their best.
- Treat all members of the community, colleagues and pupils, with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of the school by attendance at and participation in events such as Open Evenings, Parent/Carer Evenings and the like.
- Support the ethos of the school by avoiding confrontation, rewarding achievement and positive classroom management.
- Take responsibility for your own professional development and participate in staff training when required. Liaise with the Head of Faculty about training options available.
- Reflect on your own practice as well as the practices of the school with the aim of improving all that we do.
- Read and adhere to the various policies and priorities of the school.
- Participate in the management of the school by attending various team and staff meetings.
- Undertake duties as prescribed within school policies.
- Ensure that all deadlines are met as published in the school calendar.
- Undertake professional duties that may be reasonably assigned to you by the Headteacher e.g. cover etc.
- Be proactive and comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. To support the school in meeting its legal requirements for worship. To promote actively the school's corporate policies. To undertake any other reasonable duty as specified by the Headteacher not mentioned in the above.
- 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 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.
- This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. The post holder will be expected to participate in the school appraisal programme for staff and to participate in appropriate staff training and development activities.
- The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's policies and procedures.

Whilst every effort has been made to ensure that the job description is comprehensive there will of course be a range of other tasks and responsibilities that are required to be carried out. These will be at the request of the Head of School and commensurate with the nature of the duties outlined above and with the remuneration provided.

Fairfield High School is part of the Multi Academy Trust, Stamford Park Trust who is the employer for all staff.

Teacher of ENGLISH – English Person Specification

In your application, please demonstrate how you meet the following criteria

Attributes	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Degree in relevant subject • Qualified Teacher Status 	<ul style="list-style-type: none"> • Further professional qualifications 	<ul style="list-style-type: none"> • Letter of Application • References
Work related experience and associated skills	<ul style="list-style-type: none"> • Ability to teach ENGLISH at an appropriate level for secondary pupils aged between 11-16 • Enthusiasm for ENGLISH and teaching • Ability to reflect on your teaching practice and use constructive feedback to develop. • Willingness to participate in development activities • Ability to differentiate for pupils of all abilities and backgrounds to ensure that they make good progress. • Effective, adaptable classroom practitioner • Excellent organisational/management skills 	<ul style="list-style-type: none"> • Evidence of good or outstanding practice through lesson observations and results • Evidence that you have worked on areas for development in your current teaching 	<ul style="list-style-type: none"> • Letter of Application • Lesson Observation • Interview • References
Personal Skills/Specialist Knowledge	<ul style="list-style-type: none"> • Strong alignment with the core values • High expectations of self, colleagues and pupils • Ability to work on own, as part of a team and also to develop good relationships with pupils • Ability to reflect on your own practice identifying strengths and areas for development. • Commitment to continued professional development. • Strong subject knowledge of the ENGLISH curriculum and examination specifications • Commitment to wider school life and extra-curricular activities. 	<ul style="list-style-type: none"> • Awareness of current national agenda in ENGLISH teaching and education 	<ul style="list-style-type: none"> • Letter of Application • Interview • References