



## The St Marylebone Church of England School Job Description

**Post:** Teacher of English Part-time (maternity cover)  
**Department:** English  
**Line Manager:** Head of English

### Conditions of Employment

You are employed in the capacity of a teacher subject to and with the benefits of the Conditions of Employment set out in your Contract of Employment and subject to the Education (School Teachers' Pay and Conditions of Employment) Act 2013. You are required to understand and be supportive of the Christian ethos of the School.

### Child Protection and Safeguarding

You are expected to promote and safeguard the welfare of all children and young people for whom you are responsible or come into contact with. This includes following the safeguarding procedures in case of a concern about the welfare of a pupil or the conduct of a member of staff.

### Curriculum, Teaching and Learning

Your responsibility in delivering the curriculum will be to teach mainly within the English and Media Departments. As a classroom teacher you will meet the Teachers' Standards 2012 and The St Marylebone CE School Teachers' Standards which are available on the Staff Portal.

### General duties (Classroom Teacher)

In addition to meeting the Teachers' Standards, you are expected to:

Take an appropriate share of the responsibilities attaching to teachers generally within the school outlined in the Academia in connection with the teaching of pupils, the preparation and marking of their work and the promotion of their progress and welfare.

### Further duties related to the role of the English Teacher:

- To follow examination syllabuses (AQA at GCSE; OCR at A Level) and schemes of work for each teaching group, keeping up to date with new changes to exams and texts.
- To collaborate with other members of the department to support teaching and learning at all relevant Key Stages.
- To mark students' work on regular basis and ensure that it is consistent with departmental and school assessment policy.

**Last Updated:** 29/03/2021

**Copies to:** HR, HoD / Line Manager, Post Holder

- To share good practice with other members of the department, collaborating with resources where-ever possible.
- To use data to monitor progress of students.
- To contribute to extra-curricular activities run by the department.

#### **Whole School Role**

- contribute to Department Meetings, Key Stage meetings, Pupil Achievement meetings where appropriate.
- contribute to the development of school policies where appropriate.
- support whole school initiatives.
- uphold the school ethos.
- communicate with and report to parents and governors.
- contribute to the school's extra-curricular / enrichment ethos and activity.

#### **Appraisal if appropriate (not ECT, QTS year):**

- Complete all appraisal requirements as set out in the school policy, including being appraised.
- Strive to fulfil agreed appraisal objectives.

### **Person Specification**

**Essential:**

- Qualified to degree level
- Qualified Teacher Status (in a relevant subject)
- Successful experience of teaching English across Key Stage 3, 4 and 5
- Evidence of at least good teaching leading to high attainment and progress
- Evidence of relevant subject-based CPD
- Understanding of the use of assessment to inform planning and improve student performance
- Ability to set consistently high expectations for all students through class work, homework and enrichment
- Commitment to enrichment and extra-curricular provision, in the development of students
- Ability to work effectively in a team
- Excellent communication skills
- Ability to engage, enthuse and motivate students
- Ability to organise, plan and prioritise effectively
- Enthusiasm, drive and love of learning
- Flexibility, adaptability and creativity.