

## **Rickmansworth School**

### **Job Description:**

Teacher of English

### **Salary:**

MPS/UPS including fringe

### **Hours:**

Full-Time

### **Purpose of role:**

The role involves supporting the Head of Department and Senior Leadership Team in achieving whole-school priorities and working towards the School's shared vision. You will be responsible for delivering well-prepared, high-quality, and engaging lessons across all key stages, ensuring that all students make good progress in line with the School's expectations. Additionally, you will fulfil the duties and responsibilities expected of a staff member at the School, while also supporting the Department in providing extra-curricular opportunities.

## **Main Responsibilities**

### **Teaching and Learning**

- Teach according to the designated times and locations outlined in the School timetable
- Use a variety of teaching and learning strategies to ensure lessons fulfil the School's pedagogical approach to teaching
- Take responsibility for and be accountable for the learning and progress of all students taught
- Set home learning for all students in line with the home learning timetable, ensuring it is set in accordance with school policies and feedback is provided
- Assess students' progress regularly in line with the School's policy
- Record assessment data when appropriate to assist department leaders in supporting students and planning for intervention where needed
- Provide feedback to parents for each student taught through the School's reporting system and parents' consultation evenings
- Contribute to department planning for teaching and learning, including writing schemes of learning, long-term plans, sharing resources and creating curriculum documents and resources

### **Communication**

- Liaise with the appropriate individuals (Subject Leader, Form Tutor, Director of Learning, Special Educational Needs Coordinator, etc.) if a student's achievement or behaviour becomes a concern, following the agreed procedures in the School's Behaviour for Learning Policy
- Respond to requests for information regarding students' behaviour or academic progress as needed
- Collaborate with Learning Support Assistants and Technicians to ensure that all students have the best possible opportunity to learn
- Attend all meetings as outlined in the directed time calendar
- Maintain accurate registers for students in lessons and form tutor times

### **Tutoring**

- Monitor the overall academic progress of each student in your tutor group
- Ensure that students are aware of and follow the School's Behaviour for Learning Policy and Code of Conduct, understanding behaviour expectations, rewards, and sanctions
- Regularly monitor students' adherence to uniform requirements and standards of personal appearance, taking appropriate action when necessary
- Promote strategies for good personal organisation and support homework completion

- Receive initial student absence letters and pass these on to reception via the register
- Act as the first point of contact for parents and teachers regarding matters related to the tutor group
- Distribute relevant information to students from the Student Bulletin and other sources

#### **General Duties**

- Participate in the School's appraisal process
- Ensure that principles of equality are upheld in all interactions with staff and students
- Carry out supervisory duties before and after school and at break times as per the published rota
- Adhere to all School policies and procedures
- Contribute towards achieving the School's aims and ambitions as outlined in the Strategic Plan, School Development Plan, and Department Development Plan
- Undertake any reasonable duties related to the job purpose and within the scope of the conditions of service outlined in the School Teacher's Pay and Conditions document
- Play an active role in the School's self-evaluation process
- Work within the School's Health and Safety policy, Safeguarding Policy, and Code of Conduct to help create a safe working environment for staff, students, and visitors
- Ensure compliance with the Teachers' Standards, actively engaging with ongoing learning and professional development

#### **Alterations**

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

#### **Other Duties:**

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

*The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.*

*Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.*

## Person Specification - Teacher of English

E - Essential  
A - Application process

D - Desirable  
I - Interview process

	Essential / Desirable	Assessed via?
<b>Experience:</b>		
Excellent teaching skills	E	A/I
Ability to teach English to KS3/4	E	A/I
Ability to teach to English KS5	E	A/I
Ability to use ICT and new technologies to support learning	D	I
Experience of more than one School	D	A
<b>Qualifications and Training:</b>		
Degree in related subject	E	A
PGCE or equivalent	E	A
<b>Knowledge:</b>		
Up to date knowledge of 11 – 19 curriculum	E	A/I
A sound understanding of pedagogical practice in relation to Teaching and Learning in a School setting	E	I
A good understanding of strategies to raise student attainment	E	I
<b>Aptitudes:</b>		
Skilled classroom practitioner	E	I
Highly effective communication skills	E	A/I
Ability to form strong working relationships	E	I
Ability to lead and manage an effective team	E	I
Capacity and willingness to evaluate own and others performance	D	I
Willingness to innovate and develop self and others	D	I
The ability to develop strong relationships with all students	E	A/I
Willingness to contribute to the wider life of the School	E	I
<b>Values:</b>		
The belief that every student can and will achieve their very best	E	A/I
A clear educational vision and passion for English in an educational setting	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to “give more” to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Engage with and actively promote Rickmansworth School’s sustainability goals	E	A/I
<b>Safeguarding and welfare of the School community:</b>		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School’s Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I