

Job Description

| | |
|---|---|
| POST HOLDER | Teacher of English |
| ACCOUNTABLE TO | Head of Faculty |
| ACCOUNTABLE FOR | Allocated Classes |
| LIAISING WITH | Deputy Headteacher(s), Assistant Headteacher(s), Head of Department, Heads of Year, Form Tutors and Subject Teachers. |
| SALARY/SCALE | <ul style="list-style-type: none"> MPS/UPS |
| DETAILS OF POST | <ul style="list-style-type: none"> Permanent, 1 FTE Main place of work St. John Fisher, Harrogate. <p>The Job Description should be read alongside the range of professional duties of Teachers as stated in the latest Teachers' Pay and Conditions Document, under the National Conditions of Service for School Teachers and the CES Contract of Employment. 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.</p> |
| CATHOLIC ETHOS | <ul style="list-style-type: none"> Play a full part in the life of the Catholic school community, to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example. Have respect for the individual and the central Catholic ethos of the school. Have the highest individual expectations as well as for staff and students. Contribute to and encourage a culture of openness, trust, honesty, and service. Encourage all staff and students to follow this example and actively promote school policies. |
| TEACHING AND MANAGING STUDENT LEARNING | <ul style="list-style-type: none"> Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time. Use engaging teaching methods, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources. Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships. |
| PLANNING AND SETTING EXPECTATIONS/ STUDENT ACHIEVEMENT | <ul style="list-style-type: none"> Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught. Set appropriate and demanding expectations for students' learning and motivation. Set clear targets for students' learning, building on prior attainment. Identify students who have special educational needs and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs). |
| ASSESSMENT AND EVALUATION | <ul style="list-style-type: none"> Assess how well learning objectives have been achieved and use this assessment for future teaching. Mark and monitor students' class and homework providing constructive oral and written feedback, setting targets for students' progress. Understand the demands expected of students in relation to the National Curriculum, KS4 and post-16 courses (as directed by school). |

| | |
|--|--|
| RELATIONSHIP WITH PARENTS AND THE WIDER COMMUNITY | <ul style="list-style-type: none"> • Prepare and present informative reports to parents. • Provide opportunities to develop students' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context. • As appropriate, liaise with agencies responsible for students' welfare. |
| MANAGE OWN PERFORMANCE AND DEVELOPMENT | <ul style="list-style-type: none"> • Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach. • Share corporate responsibility for the implementation of school policies and practices. • Set a good example to the students in their presentation and their personal conduct. • Evaluate their own teaching critically and use this to improve their effectiveness. |
| MANAGING AND DEVELOPING STAFF AND OTHER ADULTS | <ul style="list-style-type: none"> • Establish effective working relationships with professional colleagues including, where applicable, associate staff. |
| MANAGING RESOURCES | <ul style="list-style-type: none"> • Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met. |
| OTHER SPECIFIC DUTIES | <p>The list below is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p> <ul style="list-style-type: none"> • Undertake the responsibility of a form tutor as and when required as specified in the generic job description. • Undertake any other responsibilities as may reasonably be directed by the Headteacher. • Support and maintain the Catholic ethos of the school as stated in the School Mission Statement. • Play a full part in the life of the school community. • Adhere to and promote actively the school's corporate policies. • Continue personal development as agreed. • Comply with the school's Health and Safety policy and undertake risk assessments as appropriate. <p><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> |
| VARIATION IN ROLE <p>Given the dynamic nature of the role and structure of St. John Fisher, Harrogate it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p> | |
| Signed: | Date: |
| Name: | |

