



## TEACHER JOB DESCRIPTION

*EDUCATION TO UNDERSTAND THE WORLD AND CHANGE IT FOR THE BETTER*

<b>Post</b>	Teacher of English
<b>Grade</b>	MPS
<b>Responsible to</b>	Director of English
<b>Responsible for</b>	As detailed in STPCD
<b>Working hours</b>	As detailed in STPCD

Everyone at Thomas Tallis works to fulfil our **School Plan**. All teachers must fulfil the **DfE Teacher Standards** at all times and, where appropriate, the **UPR standards**.

We expect teachers to

1. Make sure young people of all abilities, ages and backgrounds fulfil their potential.
2. Engage all young people in participation in interesting learning.
3. Develop into exceptional teachers.
4. Through teachers' own scholarship stimulate a love of knowledge in our young people.
5. Unlock and develop their creativity and independence.
6. Demonstrate that learning continues well beyond lessons.
7. Develop the Thomas Tallis Habits of Mind in all teaching so that young people are inquisitive, collaborative, persistent, disciplined and imaginative.

All teachers are expected to fulfil roles as Form Tutors, and in Performance Management as appropriate.

All colleagues who are Form Tutors should

1. Be the person who knows each child best and takes responsibility for his or her well-being.
2. Be the first port of call for students, their parents and teachers.
3. Proactively make contact with students' homes and seek to work in partnership.
4. Develop a trusting relationship which supports students through times of difficulty.
5. Develop a collaborative atmosphere within the tutor group, like a big family.
6. Know each student's attainment, discussing and supporting progress and progression.
7. Train students in Tallis standards of behaviour and manners, reminding them frequently.
8. Apply sanctions and follow up bad behaviour according to our referral process.
9. Work as a member of the Year Team under the direction of the Head of Year.
10. Keep students informed about their commitments and opportunities.
11. Teach students how to be positive members of Society.
12. Be an outstanding role model for students.

Form tutors should make sure that they complete the following tasks regularly

- a. Set the tone of the day every day, encouraging and leading the form.
- b. Register students and monitor attendance and punctuality.
- c. Check planners for use and signing.

- d. Monitor homework, equipment and uniform.
- e. Teach the pastoral programme.
- f. Remind students about behaviour expectations and monitor changes.
- g. Put students on report where necessary.
- h. Check pigeon hole daily and communicate any messages, letters or information.
- i. Phone home to chase up attendance or behaviour concerns.
- j. Follow up problems and issues from HOY and other staff.
- k. Check for and organise detentions where required.
- l. Encourage reading and an interest in current affairs.
- m. Organise students for assemblies.
- n. Have small interviews with individuals: make sure you talk to everyone personally.
- o. Welcome students with a smile.

## **Job Description: Classroom Teacher**

**English**

*Deliver high quality and memorable learning experiences to all learners in your care, to take account of individual needs in order to personalise learning, and to contribute to the development of English so that our students can understand the world and change it for the better.*

### **Teaching and Learning**

1. Know best practice in teaching English.
2. Actively contribute to the development of the Tallis Habits, and the process of embedding them in learning across the curriculum.
3. Consistently teach at a high level by delivering effective, creative and challenging English lessons.
4. Contribute to the creation, presentation and distribution of resources across the department, and take on specific aspects of curriculum development as required.
5. Keep fully informed about syllabus and other exam board requirements such as changes to mark schemes and examiners' reports.
6. Ensure that teaching objectives and the curriculum content in your lessons conform to the policies and plans of the Curriculum Area and the school.
7. Actively contribute to the delivery of a curriculum within the department which provides memorable experiences and opportunities for high-quality learning and wider personal development, so that levels of uptake and retention are strong in key stage 5.
8. Adapt and differentiate teaching to ensure students of all abilities learn and progress.
9. Promote a tidy and stimulating learning environment.
10. Promote cultural entitlement through the provision of a broad range of enrichment activities including school journeys where appropriate.
11. Maintain discipline and good order in your lessons and around the school environment.
12. Contribute to the evaluation the views of students, parents and stakeholders and act on recommendations where appropriate.
13. Complete any additional responsibilities as required by the Headteacher.

### **Achievements and Standards**

1. Ensure the efficiency and accuracy of assessment information for your teaching groups, with respect to the quality and consistency of assessment material and the maintenance of up to date records. Track, monitor and analyse assessment data and participate in the Raising Attainment Process.
2. Identify and track progress of students and plan early intervention where necessary. Know the progress and predictions for students and be assured of their veracity.

3. Analyse baseline data and exam results to ensure students in your care are working towards aspirational targets.
4. Carry out the pastoral role of being a tutor; monitoring and ensuring the wider well-being of students in the school, including the delivery of tutor based PSHE or other responsibilities.
5. Communicate effectively with parents and carers regarding student welfare and achievement.

**Specific to the Teacher of English**

1. Contribute to the development of the curriculum offer in English across Key Stages 3, 4 and 5.
2. Contribute to the professional development of other colleagues in the curriculum area.
3. Contribute to extra-curricular, enrichment and intervention activities in the faculty of English.



## TEACHER OF ENGLISH

*EDUCATION TO UNDERSTAND THE WORLD AND CHANGE IT FOR THE BETTER*

### Person Specification: Classroom Teacher

### English

*Deliver high quality and memorable learning experiences to all learners in your care, to take account of individual needs in order to personalise learning, and to contribute to the development of an English curriculum to ensure our students can understand the world and change it for the better.*

	Essential	Desirable
<b>Personal</b>		
1	A good quality degree in English or a closely related area, and QTS.	A further relevant qualification and/or a willingness to undertake one.
2	A love of teaching and a commitment to excellence for all students.	
3	A commitment to your own continued professional development and learning.	
4	A commitment to participation.	
5	Excellent oral and written communication skills.	
<b>Teaching</b>		
6	Successful experience of teaching English in KS3 and 4.	Experience of teaching English in KS5.
7	Experience of teaching a wide range of students.	Experience of using a range of ICT and new technologies to support the highest quality learning.
8	Knowledge of best practice in English.	
9	Experience in organising extra-curricular activities.	
10	A commitment to inclusion.	Understanding of the Pupil Premium and other issues relating to disadvantage.
11	An appreciation and commitment to the pastoral role.	Experience of being a tutor.
12	Effective behaviour management skills.	
13	A commitment to safeguarding for all young people. DBS Clearance.	

*We do not expect teachers undergoing initial teacher training to have experience of all of the above. Knowledge of and enthusiasm for what we seek, however, is essential.*