



JOB DESCRIPTION

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| Job Title: | Teacher of English (Maternity cover) |
| Overall Purpose: | To plan, implement and review high quality lessons that ensure the pupils are engaged, supported and appropriately challenged to maximise their outcomes at KS3 and KS4. |
| Responsible to: | Subject Leader |
| Key Accountabilities: | |
| a) <u>Planning, Teaching and Class Management</u> | |
| <p>Teach allocated pupils by planning their teaching to achieve progression of learning through:</p> <ul style="list-style-type: none"> • identifying clear learning outcomes and specifying how they will be taught and assessed; • setting tasks which challenge pupils and ensure high levels of interest; • setting appropriate and challenging expectations; • setting clear targets, building on prior attainment; • having a clear understanding of the needs of all pupils including those with SEN/D, Pupil Premium and the More Able, and be able to use and evaluate distinctive teaching approaches to engage and support them; • implementing intervention strategies to reduce gaps in progress between different groups; • providing clear structures for lessons maintaining pace, motivation and challenge; • making effective use of assessment and data and ensure coverage of programmes of study; • making use of St Richard's 'six features of an outstanding lesson'; • ensuring effective teaching and best use of available time; • maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework. • care of the teaching area with a contribution to display areas to provide a stimulating and attractive learning environment; • using a variety of teaching methods to: <ul style="list-style-type: none"> i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary; ii. use effective questioning, listen carefully to all pupils, give attention to errors and misconceptions; iii. select appropriate learning resources and develop study skills through library, ICT and other sources; • ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; • evaluating and reflecting on own teaching critically to improve effectiveness; • ensuring the effective and efficient deployment of classroom support. | |
| b) <u>Monitoring, Assessment, Recording, Reporting</u> | |
| <ul style="list-style-type: none"> • Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching. • Mark and monitor pupils' work and set targets for progress. • Allow Dedicated Improvement and Reflection Time (DIRT) to ensure feedback is acted upon. • Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving. • Complete profiles at the end of each data capture point. | |

Key Accountabilities continued:

- Undertake assessment of pupils as requested by examination bodies, departmental and school procedures.
- Prepare and present informative reports to parents/carers.
- Contribute to department/whole school curriculum planning and activities.

c) Pastoral Responsibilities

- The role expectations for all Form Tutors is outlined in the Staff Handbook.
- Communicate effectively with parents/carers of pupils and persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with appropriate staff.
- Contribute to PSHEe according to school policy.

d) Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Have professional regard for the ethos, policies and practices of the school
- Support the Catholic/Christian ethos of the school.
- Know the subject to enable effective teaching.
- Establish effective working relationships and set a good example through presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings and events with partner schools.
- To be involved in extra-curricular activities such as making a contribution to after-school/lunch-time clubs, revision classes and enrichment trips.
- Take responsibility for own professional development and duties in relation to school policies and practices.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified in the College Improvement Plan or developed as an outcome of your appraisal.
- Liaise effectively with parents, carers and governors.

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.

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document and the national Teacher Standards.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.