

Job Description

Post Title: Teacher of English (maternity cover)

Salary Scale: Main scale/ Upper Pay Range

Terms and Conditions: All the post holder's responsibilities are subject to the general duties and responsibilities contained in the current Teachers' Pay and Conditions document and its successors

Responsible to:

- The Curriculum Area Leader: English
- The Year Leader

Purpose of the Post:

At Ribblesdale we believe that every child has the right to experience the highest possible quality of educational experience and the highest possible levels of academic and personal success.

The school believes that in order to provide the very best education for young people, their learning has to be facilitated by highly professional teachers who are committed to continuing improvement in their pedagogy and all aspects of their professional development. Further to this, we believe in the professional obligation of all teachers to support the development of others and the improvement of the whole organisation.

All teachers will:

- Meet or surpass The National Teacher Standards (or Post Threshold Standards if applicable)
- Inspire pupils to achieve their very best
- Ensure all teaching is rated 'good' or better
- Ensure all pupils make outstanding progress and achieve challenging targets
- Implement all school policies and procedures.

ROLES AND RESPONSIBILITIES

1. Ethos

- To create an exciting learning environment
- To be inclusive to all pupils
- To create relationships based on mutual respect
- To be an effective part of the team
- To manage own professional development.

2. Curriculum and Planning

- To work with others to plan highly effective lessons, schemes of work and curriculum maps
- To review their own lessons and the effectiveness of own planning
- To contribute to development of curriculum and home learning (including Moodle)
- To plan with Teaching Assistants to meet individual pupils on Additional Needs Register.

3. Teaching and Learning

- To implement all school policies and procedures
- To make effective use of resources, including ICT
- To take part in buddying with skill exchanges, observations, coaching and mentoring
- To manage the coaching of a Form Group as part of a Year Achievement Team
- To ensure all pupils can engage and achieve in lessons
- Use teaching methods with whole classes, groups and individuals that ensure that pupils are engaged and stimulated; that teaching objectives are met; that momentum and challenge are maintained and best use made of teaching time
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

4. Standards and Achievement

- To ensure pupils make outstanding progress
- To implement all actions following reviews of pupil progress.

5. Assessment

- To fully implement the school policy and procedures to a high standard
- To plan for assessment for learning in every lesson
- To ensure assessment is accurate.

6. Liaison

- To work closely with all support colleagues
- To work collaboratively with staff in sharing ideas and best practice
- To form effective relationships with parents and other parties.

7. Self-Evaluation

- To contribute to the school's self-evaluation systems.

8. Community

- To contribute to the school's community ethos.

RESPONSIBILITIES SPECIFIC FOR THIS POST:

- Promoting an interest in all aspects of English
- Promoting strategies to enhance the performance of all pupils
- Planning challenging and engaging work and recording lessons, homework and exam data
- Completing assessments, moderations and marking in line with the department's agreed marking policies
- Ensuring all teaching materials relate to the assessment focuses and schemes of work in Years 7-9 and to the GCSE syllabus in KS4
- To support the department in the development of strategies for pupils with weaker literacy skills
- Completion of all reports
- Completion of all requested documentation from CAL/other appropriate curriculum areas e.g. Pastoral, SEN
- To contribute towards policy making
- To contribute to the creation of teaching resources in KS3 and KS4
- Ensuring classroom displays are updated regularly and are beneficial to the progress of pupils
- To attend all departmental inset, meetings and external training.

Note

1. This job description is not necessarily a comprehensive definition of the post.
2. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher and the postholder.