



**GUISELEY
SCHOOL**

Job Description

Job Title: Standard Scale Classroom Teacher of English

Line Managed by: Appropriate Director of Teaching & Learning / Curriculum Leader

Job Purpose

To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

Principal accountabilities

To meet the school's vision for our students to discover and develop their talents in the pursuit of individual academic achievement, personal growth and success, the post-holder will be able:

Teaching and Managing Student Learning

1. To teach the lessons assigned
2. To teach lessons from shared schemes and resources that have been carefully designed as part of our curriculum.
3. To adapt teaching resources as required to meet the needs of all pupils.
4. To provide effective teaching for whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time
5. To use teaching methods which keep students engaged and stimulated, including effective questioning response, clear presentation and highly effective use of resources
6. To identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter in order to teach students highly effectively
7. To set appropriate and demanding expectations for students' learning and motivation and set clear targets for students' learning, building on prior attainment
8. To help identify students who have special educational needs and know where to seek advice in order to give positive and targeted support and implement and keep records
9. To assess how well learning objectives have been achieved and use this assessment for future teaching
10. To set homework in line with the school's Homework policy
11. Under the guidelines of the school's Assessment policy to mark and monitor students' class and homework providing constructive oral and written feedback, setting targets for students' progress

12. To understand the demands expected of students in relation to the Curriculum and examination specifications at all key stages
13. To provide or contribute to oral and written assessments, reports, records of achievement and references relating to both individuals and groups of students
14. To participate in preparing and presenting students for public examinations
15. To set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching, positive and productive relationships in line with the school's Behaviour policy and procedures
16. To maintain good order and discipline among the students and take care of their health and safety when they are on school premises and when they are engaged in authorised school activities elsewhere. To contribute / help prepare risk assessments as necessary following the school's health and safety guidelines
17. To undertake the role of Form Tutor where required
18. To take part, as required in the review, in the development and management of activities relating to the curriculum
19. To select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met
20. To set work whenever possible if absent from school.

Relationships with Parents / Carers and the Wider Community

1. To prepare and present informative reports to parents / carers and attend Parents' Evenings / meetings
2. To 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
3. To use Student Planners to note achievements and concerns, and to acknowledge / respond to notes from parents / carers
4. To liaise with parents and agencies responsible for students' welfare.

Manage Own Performance and Development

1. To take responsibility for own professional development and to keep up to date with research and developments in pedagogy and in the subjects taught
2. To participate in arrangements made in accordance with the appraisal cycle
3. To participate in arrangements for further training and professional development as a teacher
4. To follow school policy by attending and participating in meetings
5. Where appropriate to the individual, and in negotiation with the Line Manager, to undertake role(s) that would be beneficial to career development
6. To share corporate responsibility for the implementation of school policies and practices
7. To set a good example to all students in their presentation and their personal conduct
8. To attend child protection and safeguarding training where appropriate
9. To adhere to and work within the school's child protection and safeguarding policies
10. To adhere to and work within the school's health and safety; security; confidentiality and data protection policies and procedures.

Managing and Developing Staff and Other Adults

1. To establish and maintain effective working relationships with all colleagues
2. To advise and co-operate with all colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements
3. To work and manage when appropriate other adults in the classroom situation.

General Duties

As defined by the School Teachers' Pay and Condition Act 1991 and subsequent orders as listed in the most recent School Teachers' Pay and Conditions document.

Health & Safety

All staff will make themselves familiar with the requirements of the Health and Safety Policy that are relevant to their work.

The post holder will teach 26 out of 30 (with 3 PPAs and 1 Department Support period) periods on a weekly timetable or the equivalent related to their TLR allowance.

Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion, or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.

Signed post holder _____

Date _____

PC, April 2019

Guiseley School Person Specification

Title of Post		Teacher of English	
Department		English	
Specification prepared by		Headteacher	
Date		September 2024	
Factor	Essential	Desirable	How identified
Skills & Abilities			
	1. Ability to teach to KS3 & KS4 & KS5		Application / Interview
	2. Ability to sustain good working relationships with colleagues		Application / Interview /Reference
	3. Good organisational skills		Application / Interview /Reference
	4. Excellence as a practitioner in English		Application / Interview /Reference
	5. Excellent classroom management		Application / Interview /Reference

	6.	Ability to enthuse and motivate pupils		Application / Interview
	7.	Good ICT skills		Application / Reference
	8.		Ability to use ICT packages	Application / Interview

Knowledge				
	1.	National Curriculum at KS3 in English		Application / Interview
	2.	Requirements of relevant examination specifications		Application / Interview
	3.	Appropriate teaching & learning methodologies		Application / Interview /Reference
Qualifications & Training				
	1.	Degree or other appropriate qualification in English		Application
	2.	QTS or moving towards		Application
	3.		Evidence of recent relevant training	Application / Interview
Experience				
	1.	Successful teaching and ITT record or successful teaching practice		Application / Interview /Reference

Other requirements			
1.	Willingness to contribute to maintaining the high standards of the department		Application / Interview
2.		Willingness to contribute to extracurricular activities	Application / Interview
3.	Enthusiasm for subject area and teaching and learning		Application / Interview
4.	Good record of attendance		Application / Interview /Reference
5.	Must be legally entitled to work in the UK		Application
6.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/vulnerable clients/finance		DBS