



Job Description 2nd i/c English

A. JOB PURPOSE

All teachers at Connaught School for Girls are expected to uphold the school vision and aims of the school on a daily basis through professional conduct. All staff are expected to have a clear understanding of the school vision and aims, and an awareness of its role in the community, ensuring success is built on inclusion, care and support and all students are stretched and challenged.

All teachers' job descriptions define the responsibilities of the postholder being:

- Under the reasonable direction of the Headteacher to carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions Document (STPCD)
- To comply with Health and Safety at Work legislation

Heads of Department/Cluster, in conjunction with other middle leaders, the Senior Leadership Team and Headteacher are responsible for the general good order and discipline of the school and the implementation of the School Development Plan (SDP) and all policies. Heads of Department/Cluster lead their department in ensuring an ambitious culture of high challenge and low threat, ensuring the best possible learning and leadership of learning within the department and across the school, ensuring safety is a key focus and ensuring that all students have equal opportunities to make maximum progress.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

- Monitor planning, record keeping, marking, homework and assessment in the department
- Sample students' work on a regular basis
- Monitor student behaviour and provide support to ensure appropriate learning environments
- Analyse, interpret and monitor student data. Advise on setting challenging targets for individual students
- Support the subject leader of English in establishing benchmarks and setting challenging departmental targets for improvement.
- With the Curriculum Leader, co-ordinate, implement and monitor interventions to support raise student achievement
- Develop the Scheme of Work with the Curriculum Leader
- Work with subject teachers of English to promote high standards of teaching and learning
- Provide advice and guidance to improve teaching practice
- Contribute to the professional development of colleagues

- Support the Curriculum Leader of English in preparing and monitoring the Department Development MER
- With the Curriculum leader review the Schemes of Work annually and ensure this information is updated for the website
- Co-ordinate the use of display work around the school
- Develop and implement all aspects of assessment
- Link with appropriate outside agencies
- Organise study visits and extra curricular activities in accordance with school policy
- Other Duties
- Deputise for the Curriculum Leader whenever necessary
- Support new and newly qualified colleagues during their induction
- Assist the Curriculum Leader in ensuring appropriate cover work is provided for absent colleagues
- Share supervisory duties at break time and after school
- Take part in the school's arrangements for appraisal
- Take part in Parents' / Carers' Evenings
- Take an active part within the pastoral system as a tutor or an attached member of staff to a year group

B. RESPONSIBILITIES:

Quality of Teaching and Learning

- To ensure your teaching is consistently effective and meets and/or exceeds expected outcomes
- To ensure the teaching across your Department is consistently good and outstanding and their outcomes are exemplary
- To work in partnership with the lead professional for teaching and learning to ensure there is support for colleagues in developing their:
 - Knowledge
 - Skills
 - Pedagogy
- To ensure consistently high quality across your department through rigorous quality assurance measures
- To observe regularly and develop colleagues and act as a beacon of best pedagogical practice
- To ensure you are up to date with national and international curriculum developments
- To create, lead and develop whole school continued professional development to ensure outstanding outcomes for students.
- To be at the cutting edge of pedagogical research in order to influence and develop best practice here.
- Seek opportunities to collaborate with other schools and academies and other relevant networks to share and develop excellent pedagogies.

Student Achievement and Attainment

- Ensure rigorous assessment is in place so that students can be accurately tracked and monitored in order to ensure that they make excellent progress and meet and/or exceed expected outcomes
- Set challenging targets that build on prior attainment of every student and ensure that targets are met
- Ensure the quality of feedback in your team is in line with the Assessment, Feedback and Reporting policy
- Set, track, evaluate and report on individual student progress and groups of students towards their targets.
- Keep systematic records to show students' understanding and completion of work and the identified strengths, areas for development and grades awarded.
- Support and help colleagues to improve their effectiveness by developing their understanding and use of student data and strategies to address underachievement.
- Ensure and evaluate student achievement using data to track and monitor the progress in every student's learning.
- Use national, local and school data effectively to analyse and evaluate student progress; planning and implementing effective interventions to support students.
- Use local and national statistical data and other information, in order to provide (a) a comparative baseline for evaluating learners' progress and attainment, (b) a means of judging the effectiveness of their teaching, and (c) a basis for improving teaching and learning

Curriculum

- Create, design, develop and monitor the curriculum in line with our school vision and values.

Whole School Responsibility

- To assist the Headteacher in fulfilling the school's vision and values in all that we do
- Any other responsibility as set out by the Headteacher

C. SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Connaught School for Girls is committed to safeguarding and promoting the welfare of children and young People. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

OTHER: The above responsibilities are subject to the general duties and responsibilities contained in the STPCD 2019.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

D APPRAISAL AND CONTINUOUS PROFESSIONAL DEVELOPMENT

- Ensuring adherence to the Teacher Standards
- Participating in any arrangements within an agreed national framework for the appraisal of her / his performance and that of other teachers.

- Reviewing from time to time her / his methods of teaching and programmes of work.
- Participating in arrangements for her / his further training and professional development as a teacher.
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for her / his supervision and training.
- Working towards meeting of Threshold Standards or UPS standards, where relevant.
- Undertaking any reasonable direction from the Headteacher.