



# BROUGHTON HALL CATHOLIC HIGH SCHOOL

## JOB DESCRIPTION - TEACHER OF ENGLISH FIXED TERM CONTRACT

At the heart of the role of the main scale teacher is the provision of high quality teaching and learning, effective use of resources, improving standards of achievement for students, and the promotion of students' personal development and well-being within this faith based community. Main scale teachers work as members of a department to secure the highest possible standards in all aspects of school and departmental life and are required to carry out such duties as are reasonably assigned by the Head Teacher to ensure the effective operation of the school.

### JOB PURPOSE

To teach within the school at key stages 3 and 4 and contribute towards the development of the department team; ensuring the highest possible standards of pupil achievement, personal development and well-being both within the curriculum and beyond.

### REPORTING

The post holder will report to the Head of Department for English.

### RESPONSIBLE FOR

The post holder will be responsible for departmental teaching including GCSE English Language and Literature, and the delivery of agreed extra-curricular provision.

### WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers Pay and Conditions Document. To plan, lead and contribute to the school's extra-curricular English programme. Attendance at school functions beyond the working day including Awards' Evening.

### DIMENSIONS

The post holder will be responsible for the following, with reference to the national framework of teachers:

- Classroom teaching and learning
- Pupil progress and standards of achievement

### ACCOUNTABILITIES

The strategic direction and development of the subject

- To contribute to the setting expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour.
- To as appropriate, represent the department in the wider school community and liaise with the rest of the school, governors, partner schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc.
- To keep up to date with national developments in the subject area and teaching practice and methodology.

**Teaching and learning**

- To contribute to the development and implementation of effective teaching and learning strategies, including ICT-based developments and new technologies.
- To contribute to the development and implementation of effective department assessment policies, within the framework of those for the whole school.
- To promote and support extra-curricular activities, which enrich and support the learning and experience of all pupils, and increases their participation in school life.
- To ensure homework where applicable, is set in line with school policy, and recorded departmentally.

**Leading and managing staff**

- To participate in Performance Management process according to school and national regulations, including lesson observations.
- To fulfil the Teaching Standards according to school and national expectations.

**Pupil progress and standards of achievement**

- Within the framework of whole-school policies, to set and monitor appropriately challenging subject targets for pupils, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise pupil progress.
- To maximise achievement by ensuring that any examination entries are maximised and non-entries are minimised; to assist with the management and conduct of examinations.
- To ensure effective communication with parents/carers, so they are kept up-to-date with curriculum developments and their children's progress.
- Writing reports on students and attending meetings with parents.
- To track different groups of students' progress and put in a clear intervention plan where gaps exist.

**The efficient and effective deployment of staff and resources**

- To manage assigned resources in order to create a safe, stimulating and positive learning environment, including maintaining the content of displays that promote interest, learning and achievement.

**Other Specific Duties**

- To undertake any other duty as specified by the School Teachers Pay and Conditions Document not mentioned in the above.
- Employees are expected to be courteous to colleagues, to be professional and punctual in the execution of their duties and responsibilities, model Gospel values and provide a welcoming, professional environment to visitors and external colleagues.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.