



## English Teacher - Maternity Cover - Job Description

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| <b>Responsible to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>The Principal/SLT</b> |
| <b>Job Overview</b> <ul style="list-style-type: none"><li>● To enable students to make good progress in English Language and Literacy learning by building upon the skills they already have.</li><li>● To assist all students to develop emotional security, self-belief and mature social skills.</li><li>● To assist all students to develop a love of Language and Literacy and an excitement about coming to school each day.</li><li>● To lead in the implementation and development of a thematic approach to teaching and learning of English that builds on the acquisition of core skills and knowledge</li></ul>                                                                                                                                                                                                                                                                                    |                          |
| <b>A) Planning learning</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |
| 1. Plan rich and stimulating learning activities in English that achieve good progression in students' understanding by: <ul style="list-style-type: none"><li>● Identifying clear learning objectives and learning content, appropriate to the subject matter and the students being taught;</li><li>● By setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning;</li><li>● By setting clear targets for students' learning that build on prior attainment;</li><li>● By Identifying students who:<ul style="list-style-type: none"><li>○ have special educational needs</li><li>○ are high attainers</li><li>○ are not yet socially confident or lacking in independence</li></ul></li><li>● By ensuring that teaching and learning is well pitched and all students are challenged at their current level of understanding</li></ul> |                          |
| 2. Create a high quality, rich, stimulating and enabling learning environment containing items that will capture students' attention and lead to independent exploration and the development of Language and Literacy skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |
| 3. Make effective use of assessment information on students' attainment and progress when teaching and in planning future learning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |
| <b>B) Teaching and Classroom Management</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |
| 4. Ensure effective teaching of whole classes, and of groups and individuals within the whole class setting, so that learning objectives are met and students' learning time is used efficiently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |
| 5. Use IT and Drama to enhance achievement related to English - research, performance and presentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |
| 6. Set high expectations for students' behaviour, establishing and maintaining a good                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |

standard of discipline through well focused, engaging teaching and through positive and productive relationships.

7. Establish a safe, clean and secure learning environment which promotes students' confidence.

9. Use teaching methods which capture students' interest and maintain their engagement through:

- offering rich, captivating learning activities ;
- setting the highest expectations for all students ;
- clearly establishing a purpose for learning, placing it within a context;
- effective questioning that includes open and closed questions, together with the use of probing, supplementary questions;
- providing frequent opportunities for students to learn through talk and interaction;
- stimulating intellectual curiosity and communicating;
- enthusiasm for learning;
- matching the teaching approaches used to the learning and development area of the curriculum and the age of the students being taught
- modelling good language use to students;
- modelling good social skills to students;
- listening carefully to students, analysing their responses and responding constructively in order to take their learning forward;
- selecting and making good use of ICT and other learning resources which enable learning objectives to be met;
- providing opportunities to develop students' wider understanding by relating their learning to 'real life'.

10. Evaluate your own teaching critically and use this to improve your effectiveness to set personal targets and take responsibility for your own continuous professional development.

### **C) Monitoring, assessment, recording, reporting and accountability**

11. Share in the assessment of how well English learning objectives have been achieved and use this information to improve specific aspects of teaching.

12. Maintain good organisation and accurate assessments so that they offer a clear record of students' progress.

13. Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents.

14. Share in the development of tracking systems for students in English.

**D) Management and Administration**

15. Share responsibility for standards in and approaches to the teaching of English across the school.
16. Share responsibility for the line management of any teaching assistants in English classes including their performance management.
17. Participate in administrative and organisational tasks related to the responsibilities described above.
18. Foster close relationships with parents/carers and the wider community. Assist them to support their child's learning at home. Present a positive image of the school to all other stakeholders.

**E) General Requirements**

- Brookes Education Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with pupils, parents and colleagues
- Contribute to the School's programme of extra-curricular activities.
- Share regular supervisory duties as required.
- Attend all major school events such as Open Days, Sports Day, Assessment Days and Parents' Evenings.
- Develop and organise student participation in English events such as drama productions, LAMDA assessments, public speaking and debate
- Adhere to School policies and procedures and be aware of risk assessments

**This job description is subject to review and while it forms a basis for the performance management review process is not part of your terms and conditions.**