

# English Teacher - Maternity Cover - Job Description

Responsible to:	The Principal/SLT
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#### **Job Overview**

- To enable students to make good progress in English Language and Literacy learning by building upon the skills they already have.
- To assist all students to develop emotional security, self-belief and mature social skills.
- To assist all students to develop a love of Language and Literacy and an excitement about coming to school each day.
- 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

## A) Planning learning

- 1. Plan rich and stimulating learning activities in English that achieve good progression in students' understanding by:
  - Identifying clear learning objectives and learning content, appropriate to the subject matter and the students being taught;
  - By setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning;
  - By setting clear targets for students' learning that build on prior attainment;
  - By Identifying students who:
    - have special educational needs
    - o are high attainers
    - o are not yet socially confident or lacking in independence
  - By ensuring that teaching and learning is well pitched and all students are challenged at their current level of understanding
- 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) Teaching and Classroom Management

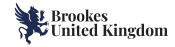
- 4. Ensure effective teaching of whole classes, and of groups and individuals within the whole class setting, so that learning objectives are met and students' learning time is used efficiently.
- 5. Use IT and Drama to enhance achievement related to English research, performance and presentation.
- 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
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- 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.