

The Link Day Schools Ltd (Secondary School)

Job Description

English

Post: Temporary Teacher of English/Class teacher (Full time or 0.8)

Responsible to: Head teacher

Responsible for: The teaching, leadership and management of English throughout the school. Additional responsibilities as class tutor and teacher of this group.

Duties

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 head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Specific Responsibilities

Management of English

1. Monitor, develop and evaluate the English curriculum & schemes of work in line with current National developments and changes in local pupil need.
2. Work in partnership with all the stakeholders at The Link; parents, pupils, governors and other professionals to keep them fully informed and involved in the teaching and learning of English.
3. Monitor and evaluate the contribution of English to the SIP targets.
4. Manage the English department resources within school, preparing bids for the school budget.
5. Keep an inventory of the English resources in school, to include IT software.
6. Promote the contribution of English to whole school and cross-curricular issues across The Curriculum, the use of IT, Equal Opportunities and Race Equality.
7. Liaise with English teachers at; Mainstream and SEN colleagues, Examination Boards and INSET providers.
8. Collect, and analyse, data relevant to the teaching and learning of English at The Link Secondary School. To present this analysis for the Headteacher, and other relevant persons such as Governors and OFSTED, for the purposes of monitoring school effectiveness.
9. To provide pupil data for public examinations, pre-entry and entry information and any syllabus requirements for English to the Examinations Officer as required. Also to submit coursework and mark sheets for dispatch, as required. This will include;
 1. Collating Examination coursework, in partnership with all colleagues team teaching the subject, and submitting this coursework to the moderator.
 2. Attending all compulsory examination board meetings for moderation, assessment and syllabus planning purposes.
 3. Providing all necessary information on examinations, for the purposes of Progress Files, to the co-ordinator.

Student progress within English

1. Monitor the progress of individual students using appropriate assessment tools including the BSquared 'Small Steps' assessment package, NFER tests and other systems.
2. Set targets in English for individual pupils and to track progress through analysis of records
3. Take part in parent evenings and, in addition, organise specific parents' briefing meetings/papers for English as required.
4. To contribute, both in discussion and in written format, for the school and wider audiences on pupil achievement, progress and targets, through Annual Reviews, Subject profiles, IEPs, case conferences, staff meetings and other forums as required.
5. To celebrate pupils' achievements in English through assemblies, displays, certificates and the School's marking policy.
6. To celebrate the achievements of the pupils through public accreditation such as ELC, ASDAN and Progress Files.
7. To keep samples, including photographic and written evidence, of each pupil's work to provide evidence of attainment, progress and breadth of study.
8. To ensure that a therapeutic approach to pupil progress and target setting within English is maintained that takes into account the wider needs of the pupil and actively seeks to reward all progress and aims to develop self esteem by focussing on the positive.

General Teacher responsibilities

Teaching and learning

1. to develop pupils' communication and language skills across the curriculum
2. to maintain records in accordance with the school's agreed systems, to write reports and attend reviews as appropriate

Assessing and reporting

1. to assess pupils' achievements and progress in accordance with the school's agreed arrangements and with particular attention to provisions contained in pupils' statements
2. To ensure that a therapeutic approach to pupil progress and target setting is maintained that takes into account the wider needs of the pupil and actively seeks to reward all progress and aims to develop self esteem by focussing on the positive.
3. to monitor and report to parents on pupil progress
4. to contribute towards the assessment of referred pupils on their visits to the school.
5. to liaise when required with outside agencies

Classroom Management

1. to control and oversee the use, appropriateness and storage of books and other teaching materials in the class base
2. to plan for the use of special support assistants and supervise their work
3. to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole
4. to promote equal opportunities within the school in accordance with the school's equal opportunities policy

5. to maintain an orderly and stimulating working environment within the classroom
6. to maintain a safe working environment within the school for everyone, adults, pupils and visitors, in line with the school's health & safety policy, reporting any concerns re health & safety to the headteacher.
7. Manage resources, preparing bids for the school budget and requesting teaching materials as needed.
8. to leave the classroom clear for the cleaner at the end of the day
9. to assist in the administration of the National Curriculum tests as required
10. to assist with games teaching and supervision as requested of pupils at horseriding sessions
11. to accompany pupils on educational visits as appropriate
12. to undertake break time supervision as required
13. to assist with "cover" arrangements as required
14. to conduct a "family atmosphere" lunch with the class as required
15. to act as a positive role model for our pupils in politeness, appropriate dress and ethos.

Student guidance and support

1. Monitor attendance and punctuality
2. Keep reports of pupil behaviour and needs
3. Make contact with parents to discuss pupils, keeping all relevant parties informed, and maintaining records of contacts
4. Liaise with outside agencies such as OT, Social Services, FE Colleges, CAMMS and Health Care professionals.
5. Meet regularly with the pastoral coordinator and deputy head
6. to maintain standards of pupil behaviour in a manner appropriate to the aims and ethos of The Link Schools
7. Take steps to prevent bullying, and any forms of discrimination, and support victims of any such behaviours.
8. To contribute to the Every Child Matters agenda by promoting an inclusive classroom which meets the whole needs of every pupil.
9. Report any child protection issues to headteacher or pastoral care co-ordinator

Voluntary Activities:-

- to occasionally attend extra-curricular/ Link Association and other functions
- to act as Link Association staff representative in rotation
- to drive the school minibus
- to take part in school residential holidays
- to act as Health & Safety representative for the staff

This job description may be amended at any time after discussion with you, but in any case will be reviewed as part of the Performance Management process.

Reviewed on:

Signed:

Signed:

Date of next review: