



SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE



JOB DESCRIPTION ENGLISH TEACHER – 3rd IN CHARGE/ Whole School Literacy Co-ordinator

Job Title: ENGLISH TEACHER – 3rd in charge/ Whole School Literacy Co-ordinator
Reports to: Head of English and Senior Leadership Team
Responsibilities: The current School Teachers' Pay and Conditions Document specifies the conditions of employment of a teacher. The specific responsibilities are stated below.

Main areas of responsibilities:

KEY ELEMENTS

Key Stage 3 Curriculum

- To take responsibility for the assessment and reporting procedures at Key Stage 3, to specifically include:
 - Year 7 – set arrangements, examination and mark scheme.
 - Year 8 – set arrangements, examination and mark scheme.
- Arranging procedures for students completing final Key Stage 3 assessment; dissemination of any information regarding final Key Stage 3 assessment to the Department; lead moderation of KS3 examinations and assessments
- To monitor and review the progression of students from KS2 and KS3
- To disseminate relevant information and data to English teachers in a timely fashion
- To lead on KS3 intervention strategies
- To arrange extra-curricular activities relating to KS3 English.
- To liaise with Shirley Library and organise year 7 library visits
- To organise Year 9 LRC reading lessons

Key Stage 3 Resources

- To update and review the provision of KS3 texts, and dispose of redundant stock.
- To assist in writing the Departmental Development Plan which relates to KS3, including the monitoring of the departmental budget for books, stationery and photocopying.
- To keep a record of KS3 stock.

Literacy

- To take responsibility for co-ordinating whole school literacy policy and procedures, reporting to the Senior Leadership Team.
- To co-ordinate the school's response to Literacy Initiatives and inspection requirements and to maintain, review and develop the school literacy strategy.
- To Chair and support the Literacy Working Party and co-ordinate actions and initiatives across the curriculum to improve the standards of reading, writing, speaking and communication.
- To be aware of current initiatives and disseminate whole school developments relating to literacy across the curriculum.
- To contribute to whole school training and INSET related to the development of teaching and learning strategies to enhance standards of literacy across the curriculum.
- To develop and oversee the implementation of the School's Literacy Policy and monitor its impact across the curriculum.
- To ensure literacy remains a focus in whole school and departmental developments.
- To track the progress of literacy skills of all pupils against targets in reading, comprehension, and writing.

Management

- To deputise for the Head of Department in his / her absence at Departmental and Academic Meetings.
- To assist the Head of Department with other departmental tasks as required.
- To liaise with non-specialist staff teaching English at KS3.

Preparation

- To follow the syllabus and scheme of work devised by the Head of Department.
- To work in line with departmental and whole school policies.
- To prepare well for every lesson.
- To arrive on time and to be in the teaching room, if possible, before the lesson is due to begin.

Teaching

- To teach lessons in order to motivate and stimulate students, so they are able to achieve the maximum of which they are capable.
- To maintain control of all students in your care at all times, insisting on courtesy and respect.
- To set homework in accordance with the homework timetable.
- An interest in cross-curricular themes.
- An interest in using IT to teach in your subject area.
- Knowledge and awareness of the new National Curriculum requirements for your subject area.
- Willingness to contribute to extra-curricular activities.

Assessment / Recording / Reporting

- To mark students' work carefully, regularly, frequently, and with constructive comments designed to correct misunderstanding and to consolidate learning.
- To call a register to record students' attendance at all lessons.
- To keep a record of work, including homework set, in the Teacher Planner.
- To keep up-to-date records of marks and assessments in line with the National Curriculum and with departmental policy.
- To report to parents / carers through parent meetings or in writing as required.

Inset / CPD

- To keep up-to-date with issues by involvement in In Service Training.

Generic Duties and Responsibilities for Teachers**This will involve:****Child Protection**

- Being responsible for child protection and promoting the welfare of all students and staff, ensuring that they are protected from harm. All staff have a duty of care to ensure that if there are any concerns relating to the welfare or safety of a child their concern is immediately relayed to the Designated Person with responsibility for safeguarding children.
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Green Responsibilities

- Demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) wherever possible in day-to-day work.

Data Protection

- Being aware of the school's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act's guidance.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities and Anti Discrimination

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School's Health and Safety Policy and Procedures, co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Contributing as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training if required
- Participating in the ongoing development, implementation and monitoring of the school and department improvement plans
- Championing the professional integrity of the School
- Supporting Teaching and Learning Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions
- Undertaking any other reasonable request as required.

Professional Standards

- Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed which reflect the expectations we have for students (Principal's decision is final)
 - All staff should arrive on time to commence their duties as described by contracts.
 - All staff are expected to attend on the days covered by their specific contract. When unable to do so the school should be contacted at the earliest available opportunity, advising the reason and when they will return and report to their line manager on return to work.
 - All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds.
 - All staff are expected at all times to treat each other, parents, students and members of the public with respect.
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PERSON SPECIFICATION

An enthusiastic and innovative teacher, committed to raising standards of student achievement will be required for this position

Physical Requirements

- Good health.
- Neat business appearance.
- Ability to communicate clearly and effectively.

Qualifications, Training and Experience

- Must hold Qualified Teacher Status and is likely to hold Graduate Status in subject area or a related subject.
- Had experience of educational dealings with the 11-18 age range of students.
- Have a sound knowledge and understanding of current educational developments in teaching, including the use of Information Technology.
- Have a commitment to high standards.
- Be able to provide evidence of the ability to institute sound procedures to ensure good behaviour and discipline within the classroom.

Disposition / Skills

- Have the ability and personal qualities to develop and maintain good relationships with students, staff and the wider community.
- Good classroom management skills
- A commitment to improving educational standards.
- A major concern for quality and excellence.
- Able to manage constant change.
- Able to motivate colleagues to work as a successful team.
- Able to work effectively under pressure.
- Have the determination and resilience to identify needs, set objectives and see them through to successful outcomes.

Special Conditions

To undergo a successful enhanced DBS check (formerly CRB).

I, the undersigned, confirm that I agree and understand the duties in this job description

Name (print) Name (signed)

Date