



## **JOB DESCRIPTION**

### **Post details**

<b>Job Title:</b>	<b>English Teacher</b>
<b>Grade:</b>	<b>MPR/UPR plus 1 SEN Point</b>
<b>Department:</b>	<b>Woodbridge Park Education Service</b>
<b>Division/Section:</b>	<b>Children and Adult Services</b>
<b>Line Manager:</b>	<b>Curriculum Leader - English</b>

### **Main Purpose of the Job**

- To develop the English curriculum area, in order to ensure high standards of teaching and learning across the service.
- To contribute towards a positive learning culture that promotes success and personal well being for students and staff.

### **Main Responsibilities and Tasks**

1. To set high expectations and deliver high quality lessons and targets for students, using information regarding prior attainment to secure progress
2. In conjunction with the Curriculum Leader to agree, monitor and evaluate the student subject targets, to make a measurable contribution to whole service targets
3. To contribute to the creation and implementation of the English Subject Development Plan, ensuring it positively aligns with and supports the achievement of the overall Service Development Plan.
4. To assist the Head of Centre and Assistant Headteacher in the annual review of the standard of leadership, teaching and learning, consistent with the procedures in the Service's Self Evaluation Policy.
5. To ensure all subject staff understand and are actively implementing the key aspects of the Service Mission Statement and all aspects of agreed policies, including behaviour and inclusion policies.
6. As a specialist in your subject area, to set high expectations and deliver high quality lessons and targets for students, using information regarding prior attainment to secure progress

7. To agree, monitor and evaluate the student subject progress targets, to make a measurable contribution to whole service targets
8. The creation, implementation and improvement of Schemes of Work and Curriculum Overview to encapsulate key service learning strategies.

<b>Competencies</b>
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The following competencies are expected to be demonstrated by the postholder:-

Title	Definition
Analytical Thinking	The ability to think logically, break things down and recognise cause and effect
Challenge and Support	A commitment to do everything possible for each student and to enable all students to be successful and to challenge colleagues when this does not occur
Community Engagement	Engaging with the aspirations and needs of groups in varied circumstances, understanding their position while persuasively communicating their vision for the Service
Conceptual Thinking	The ability to see patterns and links, even where there is a lot of detail
Confidence	The belief in one's ability to be effective and to take on challenges
Creating Trust	Being consistent and fair
Developing Potential	Works to develop the long term capabilities and potential of others
Drive for Improvement	Relentless energy for setting and meeting challenging targets, for students and the service
Enduring Resilience	Able to sustain energy, optimism and motivation in the face of pressure and setbacks
Flexibility	The ability and willingness to adapt to the needs of a situation and change tactics
Holding People Accountable	The drive and ability to set clear expectations and parameters to hold others accountable for performance
Impact and Influence	The ability and the drive to produce positive outcomes by impressing and influencing others
Information Seeking	A drive to act now to anticipate and pre-empt events
Initiative	The drive and the ability to provide clear direction to students and to enthuse and motivate them
Managing Students	The drive and the ability to support students in their learning and to help them become confident and independent learners
Respect for Others	An underlying belief that individuals matter and deserve respect
Team Working	The ability to work with others to achieve shared goals
Understanding Others	The drive and ability to understand others and why they behave as they do

### Service Duties and Responsibilities

1. To plan, prepare and teach programmes of work to small groups of students, who do not currently attend mainstream school because of medical, social or emotional difficulties and to be aware of, and take proper account of the strategies agreed in Individual Education Plans.
2. To plan, prepare and teach English to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.

3. To teach English to students with a wide range of special educational needs behavioural and mental health difficulties and to develop the range of courses leading to accreditation in English
4. To have a thorough and up to date knowledge of their subject(s), to take account of wider curriculum developments that are relevant to their work. To take responsibility for their own professional development and use the outcomes to improve their teaching and students' learning.
5. To consistently and effectively use information about prior attainment to set well-grounded expectations for students, and monitor progress to give clear and constructive feedback and to be able to make use of performance data available in order to determine how much progress students are making. The postholder, as a tutor, will be responsible for maintaining and updating provision mappings, Individual Support Plans (ISPs), and student passports, ensuring these documents reflect each student's needs and progress.
6. To consistently and effectively use a range of appropriate strategies for teaching and classroom management and to be effective professionals who challenge and support all students to do their best, ensuring that good practice is shared and celebrated across the service.
7. To maintain accurate and up to date records of students and complete reports on their progress for termly reviews, annual reports to parents and multi-professional assessments. To communicate with parents and carers and to participate in meetings as required. The postholder will be required to attend meetings, including placement reviews, placement interviews, and any other meetings related to the students' progress and welfare.
8. To uphold the services policies in respect of child protection and safeguarding matters.
9. To liaise with the Examinations Officer regarding external student entries for examinations and the organisation of setting and marking of internal examination papers
10. To assist students to develop their personal, social and health skills and to act as a form tutor as required.
11. The postholder will also be responsible for supporting students in the after-school English homework club, providing guidance and assistance with their English assignments.
12. To carry out a share of supervisory duties in accordance with published rotas.
13. Setting appropriate work for teaching classes in the event of absence from work.
14. To develop and share professional knowledge and skills and keep up to date with current developments in Special Educational Needs and Mental Health. To recognise the importance of attending and participating in various staff meetings, INSET and committees/working parties.
15. The postholder will contribute to the promotion of English Literacy Day within the centre, engaging students in activities and events to enhance their literacy skills.
16. To produce reports and statistics as required by the Headteacher for Committee Meetings.

## **Performance**

Performance will be measured against student progress and outcomes in relation to targets set and in addition will take note of progress as measured against the Subject Development Plan.

## **Conditions of Employment**

The post requires that you should take an appropriate share of the responsibilities attached to teachers generally within the Service in connection with the teaching of students, the preparation and marking of their work and the promotion of their progress and welfare.

You will be required to undertake any other duty not mentioned above, as specified by the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book"), as reasonably directed by the Headteacher.

Although the Job Description links the post holder to be based at a particular centre, the headteacher can re-locate the postholder to a different centre, to fit the needs of the service at any particular time.

## **School Standards**

### **Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

### **Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

### **Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have. All staff must comply with policies regulating the proper use of computers, email and the internet.

### **Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures. The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

## **Signatures – Post Holder and Line Manager**

We have reviewed the contents of this job description to ensure understanding of what is required in this post.

Signed.....  
*Post Holder*

Dated:.....

Signed.....  
Line Manager

Dated:.....

*The duties of this post may change and develop over time. SLT will review this document periodically with the post holder (normally annually in the week allocated for Performance Management) and propose amendments for consideration by the Headteacher when necessary. Any changes need to be authorised by the Headteacher.*

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**London Borough  
of Hounslow**



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JAN 2025