



## The Farnborough Academy – Job Description

<b>Post:</b>	<b>Teacher of English</b>
<b>Responsible to:</b>	<b>Head of English Faculty</b>
<b>Responsible for:</b>	<b>n/a</b>
<b>Grade:</b>	<b>Main Scale</b>
<b>Hours:</b>	<b>Various</b>

### **Purpose of post:**

The role of the classroom teacher is fundamentally important in raising achievement. Through you, students will be provided with the skills and knowledge to achieve academic success and receive guidance to improve on their personal best. You will have a significant part in raising their self-esteem and providing a learning environment where young people know you believe in them and want them to succeed.

**Duties and responsibilities:** The following are the principal duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability.

### ***Planning, teaching and class management***

- provide clear structures for lessons maintaining pace, motivation and challenge;
- make effective use of assessment and ensure coverage of programmes of study;
- ensure effective teaching and best use of available time;
- monitor and intervene to ensure sound learning and discipline
- use a variety of teaching methods to:
  - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own teaching critically to improve effectiveness;
- take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- encourage pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;
- manage parents and other adults in the classroom.

### ***Monitoring, assessment, recording, reporting***

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.

### ***Other professional requirements***

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.

### ***Other duties***

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**Agreed by post holder (Print name):** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_

## The Farnborough Academy

### Person Specification – Teacher of English

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Will have an understanding of the importance of the roles of the tutor.</li> </ul>	
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>Will have achieved a high quality Degree in a relevant subject.</li> <li>Will have obtained a suitable Postgraduate teaching qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Will show evidence of commitment to further professional development.</li> </ul>
<b>Aptitudes</b>	<ul style="list-style-type: none"> <li>Will possess an imaginative and creative approach to teaching the subject to ensure pupils receive a broad body of experiences.</li> <li>Will be able to work co-operatively within a Faculty and show a willingness to take on responsibility.</li> <li>Will maintain high standards of discipline both inside and outside the classroom.</li> <li>Will have the ability to use ICT to enhance teaching.</li> </ul>	<ul style="list-style-type: none"> <li>Will be keen to develop extra-curricular activities.</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Will be a dynamic individual, demonstrating enthusiasm, drive and determination.</li> <li>Will be a reflective practitioner, showing a willingness to learn and share insights.</li> <li>Will enjoy working effectively as part of a team, co-operating with other members of the faculty and building sound relationships.</li> <li>Will show initiative and a flexible approach.</li> <li>Will be able to empathise with pupils of all abilities and dispositions.</li> <li>Will have a sense of humour.</li> <li>Will promote a positive image of the school.</li> </ul>	
<b>Additional factors</b>	<ul style="list-style-type: none"> <li>Will have an appetite for learning and a genuine commitment to the subject.</li> <li>Will have achieved all of the Core Professional Standards for Teachers.</li> <li>Will be well informed about developments in Education.</li> <li>Will have a neat and smart appearance</li> <li>Will have good administration skills.</li> </ul>	