



Town Close aims to provide an engaging and creative learning environment that enhances children's moral, social, physical and academic development in preparation for their future lives.

SUBJECT and CLASS TEACHERS PREP DEPARTMENT Job Description & Person Specification

The Teaching and Learning Policy should underpin all teaching. Some of the main expectations are for all teachers to:

1. Prepare and give lessons in line with the agreed syllabus and scheme of work of the appropriate department, making full use of the School's extensive IT facilities, e.g. iPads, interactive whiteboards and laptops.
2. Mark and assess pupils' work in line with school and departmental policy and to record assessments in a clear and useful way.
3. Ensure that pupils preserve their work carefully in the most appropriate manner.
4. Set regular and adequate class work and homework / prep, as agreed in the School Homework Policy.
5. Ensure that pupils receive appropriate guidance in their work, so that they are prepared for school and external examinations.
6. Stimulate and encourage pupils to achieve excellence using teaching styles adapted to the needs of all pupils.
7. Display children's work and information in the classrooms and around the School. Displays should celebrate achievements and learning of all pupils. They should also stimulate and inform others.
8. Ensure that the work planned is suitably differentiated to meet the needs of all the pupils in the class.
9. Participate in the Staff Development Scheme and undertake appropriate training and professional development.
10. Contribute to the professional development of colleagues, including newly qualified teachers.
11. Contribute to the development of departmental resources, especially electronic resources which can easily be shared on the School's intranet.

12. Take part in departmental meetings, as required by the Heads of Department or the Director of Studies.
13. Keep departmental colleagues and the Director of Studies informed of any pupils who may be experiencing difficulties with the subject.
14. Maintain high personal standards of appearance, behaviour and punctuality.
15. Complete pupil reports, assessments etc. on the computer, as and when required.
16. Attend appropriate meetings with parents in order to report on and discuss pupils' progress.
17. Assist in supervision duties as requested by the Deputy Headmaster.
18. Request approval from the Headmaster for any absence from school and give notice to appropriate people, especially the Deputy Headmaster, in good time.
19. Put into practice all agreed policies, including planning and delivery of the curriculum.
20. To be available to speak to parents before the beginning and after the end of the school day (the school day is from 8.15am to 4.00pm).
21. Communicate to pupils the importance of working hard for exams and provide a clear list of topics to revise, in good time, in order that an effective revision programme can be pursued.
22. Communicate regularly and freely with other teachers; exchange views on teaching methods and individual children; be accessible and be open to new ideas that may be effective.
23. Remember that children have the right to complain about you to another (appropriate) member of staff. (Avoid giving them any genuine reason for doing so. Always act in a way that you honestly believe to be right, justifiable and in the interests of the pupil.)
24. Use IT to record information about children, e.g. 'E' markbooks and school Management Information System (MIS).
25. Prepare articles for the School website and social media, e.g. School trip reports.
26. Actively add content to the School Virtual Learning Environment for the children to use within their learning. Promote the safe use of the School's IT resources to the children at all times.

Person Specification: English and Drama Teacher

Category	Essential Job Requirements	Desirable Job Requirements	Method of Assessing
Job Related Skills and Knowledge	<ul style="list-style-type: none"> ▪ Suitably qualified teacher ▪ Competence in the delivery of English and drama ▪ Work well with colleagues as part of a team ▪ Proficient IT skills ▪ Ability to provide extra-curricular input, including after school and occasionally at weekends, as appropriate 	<ul style="list-style-type: none"> ▪ Previous experience teaching KS3 ▪ A developed awareness of children with special educational needs as well as those with challenging behaviours 	<p>Lesson observation</p> <p>Covering letter</p> <p>Application form and interview</p> <p>References</p>
Additional Skills:	<ul style="list-style-type: none"> ▪ Flexibility ▪ Good verbal and written communication skills ▪ Calmness under pressure ▪ Employ diplomacy and tact in dealing with challenging situations 	<ul style="list-style-type: none"> ▪ First Aid qualified ▪ Holder of Driving Licence and/or minibus driver licence 	<p>Covering letter</p> <p>Application Form</p> <p>References</p> <p>Interview</p>
Personal Qualities:	<ul style="list-style-type: none"> ▪ Honest ▪ Ability to get on with colleagues and pupils ▪ Energy and commitment ▪ Good organisation ▪ Loyalty to Town Close and the ethos of the School ▪ A caring disposition 	<ul style="list-style-type: none"> ▪ Tidy appearance ▪ Sense of humour 	<p>Covering letter</p> <p>Application Form</p> <p>References</p> <p>Interview</p>
Other Requirements:	<ul style="list-style-type: none"> ▪ Physically fit to undertake the challenges of the position ▪ Willingness to follow all school procedures ▪ Strong awareness of safeguarding issues ▪ DBS check 		<p>Interview</p> <p>Medical questionnaire and references</p> <p>Reference - arranged and funded by school</p>

Last reviewed December 2021