



St Laurence School

Job Description

Title of Post: Teacher of English (Maternity Cover)

Scale: Main Scale/UPS

Contract Terms

This is subject to the Conditions of Employment listed in the School Teachers' Pay & Conditions Document September 2012.

Fundamental Tasks

To provide professional teaching and care for the benefit of students throughout the School.

To carry out such duties as are reasonably assigned by the Headteacher to ensure the effective operation of the School.

Working Relationships

The postholder is responsible to:-

- The Headteacher in all matters
- The Head of Department/Faculty for the curriculum area delivered.
- The Head of House in matters relating to the role of Tutor.

The postholder is responsible for:-

- The support of colleagues and a readiness to seek continuous improvement in professional practice

Key Roles and Responsibilities (Teacher)

- A. Lesson planning and effective delivery
- B. Assessment and recording of achievement in accordance with agreed policies.
- C. Monitoring of student progress and reporting to parents and other colleagues as appropriate.
- D. Resource development.

Particular responsibilities (Teacher) include:

- To plan/deliver and review lessons/courses to facilitate progression in learning.
- To manage the classroom and resources effectively in order to create a safe, stimulating and positive learning environment for all students.
- To maintain positive discipline and promote the well-being and progress of students, providing guidance and advice.
- To contribute to discussions, meetings and the administration systems of the team.
- To work to agreed goals as detailed in the current team and School Improvement Plan.
- To be aware of and effectively implement School policies in support of the overall aims and objectives of the School including participation in extra-curricular activities.
- To keep abreast of new developments in the subject.
- To engage in professional development activities and performance management arrangements.

Key Roles and Responsibilities (Tutor)

- Monitoring patterns of attendance and lateness.
- Maintenance of personal files and advising amendments to student database.
- Monitoring of student progress including personal tutoring.
- Monitoring of homework through the Student Planner.
- Maintaining effective links with parents through progress reviews, parents evenings, agreed reporting procedures and other communication (phone, appointments, etc.)
- Liaison with Head of House, Additional Educational Needs and Heads of Faculty/Department to provide the necessary referral and action programmes for students in need of specific help.

Particular Responsibilities (Tutor) include:

- To support the central task of learning by enabling students to receive the best possible:
 - Care and discipline
 - Academic oversight and encouragement
 - Counselling, guidance and support
 - Opportunities for responsibility
 - Links with parents
- To implement School policies and procedures on care issues – e.g. bullying, child protection.
- To deliver the agreed tutorial programme and promote a positive and caring ethos within the tutor group.

Note: This job description is subject to re-negotiation and is not exclusive of the full range of professional duties. It is subject to review as part of the appraisal process.