



**EDUCATION SERVICES**

**LES VOIES SCHOOL**

**TEACHER OF ENGLISH**

**MAIN PROFESSIONAL GRADE + SPECIAL SCHOOLS ALLOWANCE**

**JOB DESCRIPTION**

**TEACHING AND LEARNING:**

1. To plan, prepare and teach courses and develop schemes of work for English in accordance with centre policy.
2. To implement the Bailiwick of Guernsey Curriculum Statement which is based on the National Curriculum (England).
3. To teach English at KS3 and KS4 up to GCSE; to fully prepare students for external examinations; to contribute to the development, implementation and review of policies and schemes of work; to monitor and assess the achievement of students, and to record and report the development, progress and attainment of students in accordance with the school's assessment policies and in line with the principles of Assessment for Learning; to make use of appropriate technology to enhance teaching and learning and for the purposes of management.
4. To be a tutor to an assigned group of students and to carry out the associated academic and pastoral responsibilities.
5. To implement the SEN Code of Practice.
6. To make effective use of teaching assistants or other adults in the classroom.

**CONTINUING PROFESSIONAL DEVELOPMENT:**

1. To participate in the performance management process.
2. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the curriculum, which should lead to improvements in teaching and learning.
3. To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Improvement Plan and the performance management process.

4. To contribute to departmental/school development by sharing professional learning, expertise and skills with others in the team.
5. To be a reflective practitioner, evaluating and improving your own practice in order to take teaching and learning forward.

### **ADMINISTRATION:**

1. To implement the School's assessment, recording and reporting procedures.
2. To keep an accurate register of students in accordance with the School's policy.
3. To fulfil supervisory duties.
4. To participate in appropriate meetings with colleagues and parents.

### **HEALTH AND SAFETY:**

1. To comply with procedures on all matters concerning health, safety and welfare in accordance with the Education Service's policies and procedures.
2. To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

### **KEY CRITERIA:**

#### **ESSENTIAL**

1. A suitable teaching qualification.
2. Substantial experience of working with children who have presented with social, emotional and behavioural difficulties (which may include that undertaken in a voluntary capacity) and a willingness to work with students of all ages and abilities.
3. Experience, understanding and skills relevant to the specific responsibilities of the post.
4. Experience and evidence of delivering excellent outcomes for all learners.
5. An ability to demonstrate recent effective strategies to achieve high quality teaching and learning.
6. The ability to work as part of a team.
7. Effective communication skills to a wide range of people (staff, parents, students).
8. Effective organisational and classroom management skills.
9. Ability to make effective use of ICT to enhance teaching and learning.



## **PROFESSIONAL DUTIES FOR MAIN PAY SCALE TEACHER**

(taken from Teachers' Conditions of Service)

### **TEACHING**

- Planning and preparing appropriate courses and lessons.
- Teaching, according to their educational needs, the students assigned to them, including the setting and, as appropriate, the reviewing of students' work.
- Assessing recording and reporting on the development, progress and attainment of students according to the normal practice of the school.
- Participating as appropriate in the School's arrangements for students taking public examinations.

### **OTHER ACTIVITIES**

- Fostering the general progress and well-being of individual students in any class or group of students assigned to them.
- As appropriate:
  - Providing guidance and advice to students on educational and social matters and making relevant records and reports.
- Making records of and reports on the personal and social needs of students.
- Communicating and consulting with the parents and students.
- Communicating and co-operating with persons or bodies outside the School.
- Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

### **REVIEW AND PROFESSIONAL DEVELOPMENT**

- Reviewing from time to time methods of teaching and programmes of work [see Section 10 of the main document].
- Participating in arrangements for further training and professional development as a teacher. [See Section 10 of the main document].

### **CURRICULUM DEVELOPMENT**

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

### **DISCIPLINE AND WELL BEING**

- Maintaining good order and promoting self-discipline among students and taking reasonable care of their safety and wellbeing, whilst in the teacher's charge.

### **STAFF MEETINGS**

- Participating in a reasonable number of meetings which relate to the School curriculum or to the administration or organisation of the School, including pastoral arrangements.
- Such meetings shall normally be held at the School and be of reasonable duration.

**ADMINISTRATION**

- Where appropriate, taking responsibility for the maintenance of an accurate register of the students' attendance at School.
- Taking a reasonable share of the supervision of students on the School premises whether before, during or after School sessions.

This job description may be reviewed and subsequently amended or modified in negotiation with the post holder and should be read in conjunction with the Conditions of Service.