



Job Description **Class Teacher, Teacher of English Key Stage 3**

Position Full time

Responsible to: Headteacher

Limpsfield Grange is committed to safeguarding and promoting the welfare of children.

Principal Accountabilities:

- To raise attainment for all students.
- To consistently plan, prepare and deliver outstanding lessons.
- To ensure that effective and up to date schemes of work are in place for Key Stage 3 English units of work.
- To be responsible for the termly setting monitoring and reviewing of challenging student progress targets for all students studying English in your classes.
- To contribute to the leadership and development of English across the school in line with national initiatives and current pedagogy.
- To be responsible for ensuring that effective assessment, recording and reporting arrangements are made in your classes and these are in line with school, county and national requirements.
- To ensure that support staff working in the classroom are effectively led and managed, and that they can demonstrate that their support leads to positive outcomes for students.
- To ensure that support staff working in your classroom are aware of students' capabilities, prior learning and understanding, and that they can plan effectively to build on these with striking impact.
- To ensure that all students are safe and to follow the school's child protection and safeguarding procedures and policy at all times.

Curriculum & Development

- To ensure that clear aims and objectives for the teaching of English are identified and that these take into account the requirements of the National Curriculum, and student's individual needs.
- To ensure that all schemes of work have clearly documented aims and objectives linked to the National Curriculum.
- To ensure continuity and progression for all students across Key Stages.
- To be responsible for the collection and analysis of student progress data for the classes that you teach.
- To contribute to the whole school cycles of assessment, recording and reporting including Annual Reviews; termly student progress reports, SMART targets to meet EHCP outcomes and Parents Evenings.



- To assist with the planning of a systematic monitoring and evaluation programme for Key Stage 3 provision.
- To promote a wide range of teaching and learning styles which enable students of all abilities to be appropriately challenged and make outstanding progress.
- To ensure that students work in a positive, engaging and stimulating environment where work is displayed and achievements rewarded.
- To ensure equality of opportunity for all students whilst meeting their needs.
- To keep up to date with the requirements of the National Curriculum and examination syllabi and to attend relevant training courses.
- To organise appropriate educational or extra-curricular visits as appropriate to your subject.
- To liaise with staff on cross-curricular links.

Pastoral & Community

- To communicate to students the values, standards and expectations of the School.
- To contribute to the life of the community according to individual talents and skills, including a willingness to undertake the organisation of extra-curricular activities.
- To participate in the arrangements made for the supervision and safety of the students between lessons and during unstructured times.
- To attend scheduled meetings with colleagues and parents and carers.
- To promote the subjects that you teach and the achievements of the students within the wider community.
- To ensure that student progress targets and SMART targets to meet EHCP outcomes inform curriculum planning.
- To be a Form Tutor.
- To teach Live Life Well including Relationships and Sex Education to your tutor group.
- To attend and contribute to Annual Review and EHCP meetings for members of your tutor group.
- To undertake regular training, including regular training relating to Autism.
- To undertake other such duties as may be reasonably required.

This job description recognises the current Teachers Pay and Conditions document and the particular requirements of Limpsfield Grange School. The duties may be varied to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with you.

Sarah Wild
Headteacher
September 2017