

# Glebe School: Teacher of English

## Outer London MPS/ UPS + SEN point

*An ambitious, inspirational trust, providing outstanding learning and support*  
**Job Description**

### **General duties and teaching responsibilities**

- Responsible for attainment and progress in English for all students at Glebe, in line with agreed targets
- Helping to create and manage a positive, caring, supportive, purposeful and stimulating environment which is conducive to children's learning
- Planning and preparing lessons in order to deliver the English curriculum, and where necessary other accredited areas, ensuring effective breadth and balance
- Identifying clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
- Teaching lessons that are creative, engaging and inspiring for the pupils
- Helping to maintain a safe orderly environment and discipline among the students, safeguarding their health and safety
- Organising and managing groups or individual students, ensuring differentiation of learning needs, reflecting all abilities
- Planning opportunities to develop the social, moral, emotional and cultural aspects of students' learning
- Developing and maintaining a regular system of monitoring, assessment, record-keeping and reporting of student's progress
- Ensuring lessons are catered to the needs of the pupils including personalised educational health care targets of the pupils
- Ensure the classroom is well organised, tidy and that classroom display is educational and celebratory of pupils' achievements
- Ensuring effective use of support staff within the classroom
- To participate in staff meetings as required
- To communicate and consult with parents over all aspects of their child's education – academic, social and emotional
- To partake in the quality assurance of Glebe and promote without prejudice the agreed policies of the school
- Communicating an exciting and stimulating shared vision, which inspires and motivates students, staff and all other members of the school community
- Ensuring English meets all statutory requirements as defined by Ofsted/ DFE, and other external bodies
- To do a break and lunch duty in the school week
- To work as a team player reporting directly to the Head of English
- To undertake other roles or responsibilities as determined by the Head Teacher
- To maintain an up to date knowledge of key curriculum areas linked to role

<b>Strategic responsibilities</b>	<ul style="list-style-type: none"> <li>• To take part in staff development by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Performance Management Review process.</li> <li>• To ensure the effective/efficient deployment of classroom support.</li> <li>• To work as a member of a designated team and to contribute positively to effective working</li> <li>• To have an outward facing approach and be willing to network with other schools</li> <li>• To be reflective and to continually strive to for self-improvement</li> </ul>
<b>Other specific duties</b>	<ul style="list-style-type: none"> <li>• To continue personal development and to engage actively in the performance review process.</li> <li>• To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li> <li>• To promote actively the School's policies.</li> <li>• To comply with the School's Health and Safety policy and undertake risk assessments as appropriate.</li> <li>• To show a record of excellent attendance and punctuality.</li> <li>• To adhere to the School's Code of Conduct for staff.</li> </ul>