

# Penryn College

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Head Teacher: Mr P Walker



Penryn  
College

"Achieving through Challenge"

## Post: Teacher of English Job Description

Post:	Teacher of English Teacher
Responsible to:	Head of Department
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Head Teacher, Senior Leadership Team, teaching/support staff, LEA representatives, external agencies and parents.
Working Hours:	Part time, Spring term with an FTE of 0.4 to 0.8
Salary:	Classroom Teachers' Pay Scale
Disclosure:	Enhanced DBS
Purpose:	<ul style="list-style-type: none"><li>• Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</li><li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li><li>• To monitor and support the overall progress and development of students as a teacher/tutor.</li><li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li><li>• To contribute to raising standards of student attainment.</li><li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li></ul>
Teaching:	<ul style="list-style-type: none"><li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li><li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li><li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li><li>• To ensure the ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</li><li>• To undertake a designated programme of teaching.</li><li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li><li>• To prepare and update subject materials.</li><li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li><li>• To maintain discipline in accordance with the College's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li><li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li><li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li></ul>

#### Operational/Strategic Planning:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marketing policies and teaching strategies in the Curriculum Area and Development.
- To contribute to the programme/subject's Improvement Plan and its implementation.
- To plan and prepare courses, lessons and homework.
- To contribute to the whole school's planning objectives.

#### Curriculum Provision:

- To assist the Head of Department, Deputy Head for Teaching and Learning to ensure that the curriculum area provides a range of teaching which complements the College's strategic objectives.

#### Curriculum Development:

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the College's Mission and Strategic Objectives.
- To assist in developing fieldwork provision.

#### Staffing:

- To take part in the College's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

#### Quality Assurance:

- To help to implement College quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to curriculum, organisation and pastoral functions of the College.

#### Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

#### Communications and Liaison:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communication in the College.
- To take part in liaison activities such as Open Evenings, Parents Evenings, Review Days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

#### Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, department and students.

#### Pastoral System:

- To be a tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the tutor group as a whole.
- To liaise with appropriate managers to ensure the implantation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and Progress Files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the college concerned with the welfare of individual students, other consultation with the appropriate staff.
- To contribute to PHSE/Citizenship and Enterprise according to college policy.
- To apply the behaviour management systems so that effective learning can take place.

#### Possible Additional Duties:

- To assist the Head of Department with the development of the Curriculum
- To give feedback and assessment on Exam preparation.

#### Other Specific Duties:

- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To contribute to a study support programme to offer students the chance to participate and develop excellence.
- To support the college in meeting its legal requirements for worship.
- To promote actively the college's corporate policies.
- To continue personal development as agreed.
- To comply with the college's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- To be aware of and work in accordance with the college's child protection policies and procedures in order to safeguard and promote the welfare of children and raise any concerns relating to such procedures which may be noted during the course of duty.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in the job description.

The College will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job, commensurate with the grade and job title.