



## **Tower College Job Specification**

**Teacher of English Language (Maternity Cover)**

**KS3 & KS4**

## **JOB SUMMARY**

**Hours of Work:** 08.30 – 16.00 Monday to Friday, plus preparation, meetings, and school events outside these hours, as required.

**Annual leave:** School holiday dates, less inset days and other dates set by the school.

**Contract type:** Temporary Contract – Maternity Cover

**Probationary period:** All new teachers to the school are subject to up to 12 months.

**Start date:** 6<sup>th</sup> September 2024

**Salary:** Salaries are set independently by the school. The school does not follow standard teacher pay scale. On receipt of your application and should you be selected for an interview; a member of the Senior Management Team will be in contact to outline the salary.

**Suitability:** Experience is highly desirable.

### **Job Purpose:**

- To teach English Language to pupils from Year 7 to Year 11, according to departmental planning schemes of work and examination syllabi.
- To promote, monitor and support pupil learning and progress within the English Department.
- To contribute to the development of the English curriculum.

**Responsible to:** Principal, Deputy Principal and Assistant Principals

## **APPLICATION PROCESS**

**Online Application Form – [Teacher of English - Tower College \(Maternity Cover\) \(cognitofirms.com\)](https://cognitofirms.com)**

Candidates will be required to teach one 30-minute lesson. Confirmation of the year group will be sent with the invitation to interview.

Tower College values the diversity of its community and aims to have a workforce that reflects this. We, therefore, encourage applications from all sections of the community. Tower College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.

## **JOB DESCRIPTION**

### **Teaching and Learning**

- Deliver the curriculum as relevant to the age and ability group that you teach.
- Be responsible for the preparation and development of teaching materials and teaching programmes as appropriate.
- Be accountable for the attainment, progress, and outcomes of pupils you teach.
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn.
- Work closely with teaching assistants in delivering 'personalised learning' whenever reasonably possible.
- Set work for pupils absent from lessons in line with the school's teaching policies.
- Maintain standards of discipline according to the school's codes of conduct and in line with the school's rewards and sanctions programmes.
- You may be required to teach additional subjects depending on the timetable allocation each academic year.

### **Assessment and Recording**

- Maintain planning documents, including the recording of attainment and effort marks, Prep/homework set, pupil attendance.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Give pupils regular feedback, both orally and through accurate and timely marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set Prep/homework to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangements for examinations and assessments as requested by the examinations team.
- Communicate effectively with parents/carers about pupils' progress, achievements and well-being using school systems/processes as appropriate.

### **Other duties**

- Attend departmental meetings, parents' consultations and whole school events.
- Cover for absent colleagues.
- Undertake pastoral duties e.g. to perform the tasks and duties of a Form Tutor as required, and to support pupils on an individual basis through academic or personal difficulties.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as an outcome of your appraisal.
- To have professional regard for the ethos, policies, and practices of the school, and maintain high standards in your own attendance and punctuality.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- Attend, prepare and participate in assemblies.

- Undertake supervision of the pupils, outside the form room as timetabled, during break times, within the dining room and on school visits.
- Monitor the use of all departmental equipment to ensure it is correctly used and to ensure its security. Equipment shall be returned promptly to secure storage. All faults with equipment must be reported immediately to the relevant person.
- Always ensure the health and safety of staff and pupils, including reporting any unsafe or dangerous equipment or objects around the school immediately. Maintain the school's good reputation on and off the premises.
- Follow the Staff Handbook.

## **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

This is a description of the job as it is at present. It is the practice of Tower College to periodically re-examine employees' job descriptions and to update them to ensure that they relate to the current job. In the event of any changes, we aim to reach an agreement to reasonable change. If an agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

*Tower College does not discriminate based on race, colour, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs*