



Job Description

Teacher of English – MPS/ UPS

AIM OF COLLEGE

The aim of Thurston Community College is to provide an excellent education in a healthy, safe, supportive learning environment, where people are valued and make positive contributions to the College community, and where students enjoy and achieve and go on to attain social and economic well-being as responsible, independent members of society.

PURPOSE OF JOB

To facilitate high standards of learning and achievement for students by providing good quality teaching within a challenging and secure environment.

CONTRACT TERMS AND DUTIES

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

ACCOUNTABLE FOR

There are no line management responsibilities associated with this post

ACCOUNTABLE TO

The Head of English

KEY RESPONSIBILITIES

- To teach the subjects, classes and groups as allocated by the Head of English and the Leadership Team
- To ensure that high quality teaching and learning takes place in all allocated classes
- To support and participate in the curriculum development work of the English Team, including the writing of schemes of work and programmes of study
- To assist the Head of English in the maintenance of high standards of work and behaviour within the English Department
- To be an Academic Tutor and to carry out the associated duties
- To support the Leadership Team in the effective operation of the College



SPECIFIC TASKS

The main responsibilities of the post are to:

- teach the classes allocated, and provide a well-planned, challenging and purposeful learning environment for students
- set homework on a regular basis and mark student work promptly
- assess, monitor, record and report on student achievement in line with College and Team policy, including writing student reports and attending parents meetings
- assist in the identification of student special educational needs, and support the work of the Academic Support Team, including participation in the writing and review of individual education plans
- share in the development of course outlines, syllabuses and schemes of work in English
- follow the course outlines, syllabuses and schemes of work agreed by the English Department
- make effective use of student performance data, and student and staff target-setting; and provide relevant information to the Head of English, Head of Sixth Form and Assistant Principal House Leaders
- monitor and record student attendance in line with College and Team policy, and support the Head of English, Head of Sixth Form, Assistant Principal House Leaders, and the Vice-Principal in the maintenance of high levels of student attendance
- prepare for and attend English Department and House or Sixth Form Team meetings and support the work of the English Department and the House Team or Sixth Form Team
- support and carry out policies and practices to promote positive student behaviour and achievement in English within the framework of the College Behaviour Policy
- participate in and support the Performance Management Policy
- assist in the development of the College Improvement Plan and its review mechanism
- undertake specific duties within the English Department as agreed with the Head of English
- undertake such other duties as reasonably required by the Principal