



English Teacher
(with Form Tutor Responsibilities)
Job Description

Thornton College, Convent of Jesus and Mary, Thornton, Milton Keynes, MK17 0HJ

www.thorntoncollege.com T: 01280 812610 E: office@thorntoncollege.com

Charity No. 247358

Job Description:

The Teacher of English is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission Statement and Aims of the School. He/she will be expected to contribute to the work of the English department.

The Teacher of English will contribute to the spiritual, academic, social and personal development of each student and seek to ensure that each student achieves her potential. [He/she] will have a key role in raising academic standards and contributing to the life of the school. The quality and standard of work in the department depends on the inspiration, dynamism, guidance and example of the teacher.

The Teacher of English should inspire departmental colleagues and all students who study in their curriculum area with a love for their subject, leading them to explore it and value it for their whole life.

All teachers at Thornton College are expected to contribute outside the classroom, within the co-curricular provision.

Key Responsibilities:

Spiritual

- To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship and assemblies.
- To promote trust and respect in your relationships with colleagues and pupils based upon the Gospel Values of Peace, Justice, Truth and Love, in accordance with the Mission Statement of the College.

Academic

- To contribute to the excellent standards of teaching and learning in the English Department.
- To support and promote the Catholic ethos of the school.
- To create a stimulating and safe learning environment.
- To be a positive role model in terms of behaviour, work and attitudes.
- To set high standards of work and behaviour in the class and all other areas of the school.
- To encourage children in developing self-esteem and respect for others.
- To plan, prepare and deliver the curriculum as relevant to the age and ability of the pupils being taught and to take account of other relevant initiatives and the school's policies.
- To plan for progression across the age and ability range of classes being taught, designing effective lessons/programmes of work in accordance with the needs of individual learners e.g. SEND or Most Able and Talented.
- To teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.
- To assess and record the progress of pupils' learning to inform next steps in your planning, teaching and monitoring of progress.

- To advise and work collaboratively with the Head of Department and others on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements as appropriate.
- To demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote acceptance of a diverse range of cultures, religious practices and ethical approaches.
- To make a valuable contribution to the Catholic life of the school and the extra-curricular provision of the department by supporting the Head of Department with the planning and staffing of trips and clubs.
- To set expectations and targets for students.
- To write academic reports as required by the reporting schedule.

Form Tutor Responsibilities

- To lead in the pastoral responsibility for tutees (or to share this responsibility if part time)
- To be responsible for maintaining accurate registration of tutees and to communicate with parents / guardians regarding any absences
- To manage the administration of the form class, including ensuring timely collection and distribution of letters and responses.
- Where appropriate, to ensure monitors / prefects / representatives are carrying out duties efficiently and reliably.
- To contribute to the Assembly rota by leading and/or overseeing assemblies as scheduled
- To monitor and sign weekly diaries.
- To write Form Tutor reports as required by the reporting schedule.

Safeguarding

- To promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact.
- To adhere to and ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures at all times.
- All concerns should be logged as appropriate on CPOMS.
- To report any serious concerns to the School's Designated Safeguarding Lead.

Wider Responsibilities

- To contribute to the Performance Management process.
- To complete appropriate training courses as requested.
- To carry out reasonable teaching staff duties as required.
- To attend full school assemblies and meetings and contribute towards them either as an individual or as a member of a particular group (e.g. department, year group or house).
- To attend school functions as arranged across the staff as a whole or within particular departments.

- To participate in the wider life of the School, supporting events; such as shows, concerts, Christmas Fayre etc
- To assist where possible, in promoting the School.
- To assist at the annual events as highlighted by the Headteacher, to include information evenings and the School Fete.
- To liaise with parents and the Head of Year regarding unauthorised absences.
- To represent the department at Open Days.
- To attend, where relevant, Parents' Evenings. Part Time staff are expected to attend all relevant Parent Evenings, including those held on days when they are not scheduled to teach **during the day**. Where this is not possible, reports or recorded telephone meetings will be required for all students expected to attend the evening.
- To be available in school from 8.00am-6.00pm in term time, in particular making good use of the time before and after school lessons to support students, and to liaise with parents, as set out in the Teacher of English's responsibilities.
- As a full time teacher with tutor responsibilities to teach up to 34 periods + study periods (up to and including 36 periods per week) during term time. Part- time will be pro rata.

Health & Safety

- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.

Thornton College is committed to safeguarding and promoting the welfare of children and this position will be subject to an Enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

To apply, please complete the application form on the School website and return to Miss T Robinson PA to the Headteacher (trobenson@thorntoncollege.com)

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may be reasonably required by the Headteacher in support of the Aims of the School. Job Descriptions are subject to annual review.