**Name:**

**Responsible to and mentored by:**  Subject Leader for English

## Person Specification for All Staff at Wellfield

We want all educators at Wellfield to:

* Be committed to continuous improvement and raising standards
* Relate well to our students
* Put student needs first
* Be self starters and aim for the best in what they do
* Have confidence and competence in the use of ICT
* Be team players
* Communicate well
* Be positive and co-operative, especially in times of change
* Review what they do regularly

**Job Description**

**As stated in national teachers’ pay and conditions**

And in particular:

All Wellfield teachers should provide effective lessons, which:

* Accord with the Wellfield house style
* Are planned and meet individual learning needs
* Contain a range of appropriate strategies for teaching and classroom management
* Make effective use of information about prior attainment to set high expectations for students
* Maintain good order and discipline, safeguarding, health and safety

1. **Controlling and managing learning**
2. Plan, prepare, evaluate and modify, as necessary, personal teaching methods, work programmes and teaching materials in accordance with departmental and school policies
3. Praise and discipline students in line with the Behaviour for Learning Policy
4. Control and manage the classroom effectively
5. Meet the different and special educational needs of students across the ability range
6. Set homework/IS in accordance with school policy
7. **Evaluation, assessment and record-keeping**
8. Implement in full our policies for Assessment for Learning and Marking
9. Plan lessons and provide for individual students in the light of prior attainment data
10. Mark and record student’s work in line with departmental and school policies
11. Assess in line with departmental and school policies the ability of individual students. Transfer that assessment to school records and report to parents.
12. Follow assessment procedures consistently
13. Continuous Professional Development
14. Play a part in the staff appraisal process, ensuring that targets for improvement are pursued effectively
15. Participate in quality assurance activities
16. Participate in the CPD programme for the department and school
17. Recognise the importance of attending all forms of staff meetings
18. **Resources**
19. Make effective use of the resources available within the school
20. Keep the subject room tidy and attractive and promote good standards of work by regular display of students’ work
21. **Communication**
22. Play a full part in making sure all staff are appropriately informed about school matters
23. Help maintain a regular flow of information with one another to ensure that we run efficiently and that there is a good level of consultation
24. Remember that communication is a two way process and is more effective if it is in writing and is passed on well in advance.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

April 2014