



## **Job Description Teacher of English**

**Reports to:** Head of Department/ Curriculum Manager

**Direct Reports:** n/a

**Location:** West Heath School – Sevenoaks TN13 1SR

**Hours:** 37.5 hours per week.

### **The School:**

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

### **Main Purpose of the Role:**

Teachers at West Heath School will aim to support the School's mission statement, 'Rebuilding Lives through Education', by improving students' academic outcomes and promoting their social, emotional and mental health needs. All teachers will be responsible for creating innovative and engaging lessons that adapt to the individual needs of the students and to promote the values of the 4Rs- Respect, Relationships, Resilience and Responsibility. A teacher at West Heath School will be flexible and adaptable and strive for all students to enjoy their lessons and develop life skills that they can use both in and outside of the classroom.

Teachers at West Heath School can expect to participate in the pastoral structures of the school, alongside their role as a subject Teacher. This is generally as a Tutor or Co-Tutor.

Every member of staff plays a significant part in the students' ability to achieve their full potential and positive outcomes whilst at West Heath School. To do this we need to work collaboratively and always as a team, which is essential to the students' success and achievement.

### **Main Duties and Responsibilities:**

The Post holder's duties will include but not be limited to:

### **Safeguarding:**

- To undertake relevant training linked to the post and update as required.
- To ensure that they are aware of safeguarding practices and policies and understand escalation processes.

- To undertake physical intervention 'Team Teach' training and use skills as and when required.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- To ensure that all teachers see themselves as teachers of safeguarding and that lessons and resources allow for opportunities for students and teachers to discuss safeguarding issues.

## **Student Management**

- To inspire and teach students according to guidelines set out in Teachers' Standards and West Heath School policies.
- To act as a self-reflective practitioner that strives to constantly review and evaluate their teaching and learning strategies, methodologies and programmes.
- To report on and evaluate student achievement, reviewing patterns and trends in student achievement and putting in pre-emptive steps and interventions to ensure that all students achieve to the best of their ability.
- Plan, prepare and deliver lessons as per timetable, understanding that at times you may need to be flexible, including covering lessons in your department, and that Personal Development subjects such as PSHCE and Life Skills are an integral part of the curriculum for all teachers.
- Ensure that the West Heath Lesson format is used and adapted in all lessons as this structure informs our trauma-informed approach to the curriculum.
- Modify teaching and learning for all students according to their educational needs and abilities.
- Appropriately stretch and challenge all students.
- Assess, record and report on the development, progress, attainment and behaviour of the students within your care, using the West Heath School systems accurately and effectively.
- Provide guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice.
- To adhere to the 'Promoting Positive Behaviour' approach; this includes using Restorative Approaches such as participating in Restorative Meetings with students, using the language of universal positive regard and keeping a 5:1 positive to negative behaviour management ratio. All our teachers must promote the concept of growth mindset and believe that all students and adults are capable of change.
- Communicate, consult and co-operate with other members of the school staff, including those having posts of special responsibility and parents/carers to ensure the best interest of students.
- Reviewing and evaluating one's own teaching and learning strategies, methodologies and programme/s in line with the school's expectations. This includes participating in all teaching observations, book scrutinies and learning walks as part of a supportive process of ongoing professional development.

- Ensuring high standards of professional practice and quality of teaching and learning of the subject/s through effective dialogue, participating in CPD, department and twilight meetings.
- To run a lunch time or after-school club to promote students' interest and enjoyment in your subject and ensure that students have the ability to learn in different contexts.
- To understand that all teaching staff are expected to undertake a tutor role and that this is a fundamental part of the teaching role at West Heath School. It is important that all staff believe that positive relationships between staff and students are key to creating a safe and trusting environment in which students can thrive and succeed.
- To support SMT with external inspections, including Ofsted, by producing accurate achievement and assessment data.

### **Tutor:**

Use tutor time to:

- Support To support students' self-regulation utilising Zones of Regulation.
- As an opportunity to students' awareness of, and active participation with the School's values
- To support tutees' engagement with the Personal Development curriculum.
- To ensure notices and messages have been conveyed to the tutees.
- As an opportunity to establish a greater rapport with tutees.
- To encourage tutees to engage with the school day.
- To ensure students are safe.

Tutors should:

- Be familiar with their tutees' EHCPs.
- Contribute as required to the creation, implementation and review of IEPs, PEPs, Annual Reviews and similar processes and events
- Communicate effectively with parents/carers on a weekly basis.
- Prioritise safeguarding and ensure all concerns are reported as per the school's Safeguarding Policy without hesitation.
- Ensure the accuracy of their tutees' profile and dashboard.
- Make full and effective use of the skills and capacities of all members of the Tutor Team

As a Tutor you will complete the following:

- Electronic Attendance Register by the specified times each day.
- Liaise with Reception when student absent from registration to ensure all registers completed on time
- Monitor Achievement Points (Gold, Silver, Bronze) for Tutor Group
- Ensure students are being awarded points for each lesson
- Track achievement points for Tutees
- Monitor lesson comments for Tutor Group

#### Timetable:

- Monitor the quality of each student's timetable to ensure correct classes/options are assigned, liaising with Head / Deputy Head of School when necessary

#### Change of Timetable:

- When additional/alternative provision is required as an intervention, liaise with Therapist/Teacher to agree suitable time slot and send COT form to [whs.cot@westheathschool.com](mailto:whs.cot@westheathschool.com) for action

#### Marksheets:

- Complete Tutor comment marksheet with pastoral overview of progress (Termly)

#### On Behaviour Watch

#### Incident Slips:

- Monitor Incident Slips of Tutor Group
- Ensure Tutor actions are complete and slip closed or escalated to Head of School where appropriate.
- Weekly housekeeping – ensure Tutor group slips are actioned and closed where appropriate

#### Contact Log:

- Log email and telephone contact with Parent/Carer/Professionals on Contact Log

#### **Training and support for role:**

- The Head or Deputy of school for your Tutor Group will discuss the role and training with you when appointed to the Tutor role.
- Any additional training that may be requested or required will be sourced and / or delivered by the appropriate Head / Deputy Head of School

#### **Health and Safety**

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

#### **Partnership Working:**

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

**Equality and Diversity:**

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

**General:**

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

**PERSON SPECIFICATION: Teacher**

The successful candidate will be strong, forward thinking and inspirational. They will demonstrate commitment to the school's values and ethos, and have the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable
<b>1. Qualifications</b>	<ul style="list-style-type: none"> <li>Degree in relevant subject area</li> <li>QTS</li> <li>Level 2 Maths and English (Grade 4 or above)</li> </ul>	<ul style="list-style-type: none"> <li>Qualifications linked to working with SEN (e.g. Level 3 Supporting Teaching and Learning)</li> </ul>
<b>2. Experience</b>	<ul style="list-style-type: none"> <li>Subject relevant professional training or networking</li> <li>Experience working across a primary or senior setting within a teaching or supporting role.</li> <li>Experience of planning sequences of work to meet the needs of all learners, ensuring progress is made by adapting and scaffolding the learning.</li> <li>Experience of successfully working with children with SEND or SEMH needs.</li> <li>Experience of using IT equipment such as interactive boards, iPad and visualisers</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children in an SEMH setting</li> <li>Understanding of the Ofsted process</li> </ul>
<b>3. Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Pastoral skills</li> <li>Excellent classroom practitioner</li> <li>IT literate</li> <li>Experience of having influenced the quality of teaching and learning</li> <li>Contributing or writing IEP's</li> <li>Understanding of a variety of approaches to teaching</li> <li>High quality communication skills – written and spoken.</li> <li>Awareness of strategies to develop creativity and innovation in the curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Subject specific curriculum knowledge</li> <li>Attachment Aware and Trauma Informed Education/ Therapy models.</li> </ul>
<b>4. Competence</b>	<ul style="list-style-type: none"> <li>Ability to create a positive learning environment and use appropriate strategies to manage the classroom</li> <li>Ability to form good professional relationships with</li> </ul>	

	students, parents, carers and colleagues	
<b>5. Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Resilient</li> <li>• Compassionate</li> <li>• Nurturing</li> <li>• Ability to work in a way which reflects the Schools values/ ethos.</li> <li>• Working practice which encompasses equal opportunities.</li> <li>• Ability to work under pressure and deal effectively with emerging situations.</li> </ul>	
<b>6. Other</b>	<ul style="list-style-type: none"> <li>• Personal development - a strong interest in and commitment to continuous personal learning and development.</li> <li>• Enhanced DBS</li> <li>• Commitment to Safeguarding.</li> </ul>	Full Driving Licence

**Note:**

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

***West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***