



**JOB DESCRIPTION**

Designation of Post:	<b>English Maternity Cover Post</b>	Pay Scale	Main/Upper Pay Scale
Accountable to:	<b>Subject Leader: English</b>		
The Purpose of this Post:	<p>To teach English and Learning for Life to students from Y7-9.</p> <p>To promote students’ progress and well-being through the role of Form Tutor.</p> <p>To raise standards of student attainment and achievement and to monitor and support student progress, within the overall educational aims of the school.</p>		

**All staff at Prenton contribute to our vision and values.**

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;
- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

The staff, governors, students and whole Prenton community will achieve our vision through our values of:

- Trust
- Respect
- Integrity
- Kindness
- Endeavour

**Duties and Responsibilities**

- Be an outstanding teacher.
- Ensure that all students of all abilities are appropriately challenged and supported to achieve their very best, understanding barriers to learning and how to overcome these.
- Be creative and seek new ways of working.
- Work in line with school policy for assessing, recording and reporting of students’ achievement linked to target setting.
- Regularly evaluate the quality of teaching and learning and use this analysis to identify effective practice and areas for improvement.

- Work with the school's 'Teaching the Prenton Way' document, improving on your skills, knowledge and understanding of effective teaching and learning strategies.
- Ensure that there is an effective climate for learning, using the school's 'Behaviour for Learning' for appropriate support.
- Ensure that the working environment is stimulating, celebrates achievement and supports learning.
- Provide effective feedback to students.
- Ensure appropriate communication to parents on the progress of students.
- Support your line manager in encouraging and fostering teamwork, motivating staff, delegating tasks, evaluating practice and developing a culture of accountability.
- Take responsibility for ensuring that your professional development needs are identified and that appropriate programmes are sought to meet such needs.
- To understand and contribute effectively to our School Priorities (SP) and Departmental Priorities (DP).
- Contribute to the wider school community to provide a range of opportunities for students.
- Take part in appraisals and objective setting in accordance with the school's policy.
- To undertake such other duties and responsibilities as may be reasonably requested by the Headteacher in accordance with the latest STPCD.

### **Additional Duties**

- **Safeguarding & Child Protection**  
Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.
- **Health & Safety**  
All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.
- **Equality & Diversity**  
All staff at Prenton High School for Girls are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity.
- **Data Protection**  
All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with Data Protection and GDPR 2018.