**Job Description – English Teacher**

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| **Postholder** |  |
| **Post Title** | English Teacher |
| **Postholder Reports to** | Head of Language and Communication Senior Teacher |
| **Scale/Salary** | MPS 1-6 + SEN |
| **Teaching Responsibility** | 32.5 Hours |
| **Responsibilities: Qualities and Knowledge** | To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate  To monitor and support the overall progress and development of students as a teacher and form tutor  To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential  To contribute to raising standards of achievement and maximising student attainment  To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth  To be committed to the safeguarding of children   * Build positive relationships with all members of the school community, showing positive attitudes to them. * Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally. * Seek training and continuing professional development to meet own needs.   **Teaching:**  To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere  To use teaching strategies which will engage and challenge students appropriate to their needs and the demands of the syllabus  To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required  To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students  To ensure that ICT, literacy, numeracy, cross-curricular aspects and school values and themes are reflected in the teaching/learning experience of students  To ensure a high quality learning experience for students which meets internal and external quality standards  To prepare and update subject teaching materials  To maintain good order, and respect for others; to promote understanding of the values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework; to safeguard health and safety and to develop relationships with and between students conducive to optimum learning  To undertake assessment of students as requested by external bodies, faculty and school procedures  To mark, grade and give written, verbal and diagnostic feedback to students of individual work and group work they have undertaken |
| **Responsibilities: Students, Staff** | **Main Core Duties**:  To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students  To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department  To contribute to the Department’s improvement plan and its implementation  To contribute to the whole school’s planning activities  To contribute to the Department process of self-review, evaluation and improvement planning activities  **Curriculum Provision**:  To assist the Head of Department in order to ensure that the curriculum area provides a range of teaching and learning which complements the school’s strategic objectives  **Curriculum Development:**  To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s strategic commitment, purpose and intent  **Pastoral System:**  To be a form tutor to an assigned group of students  To promote the general progress and well-being of individual students and of the form tutor group as a whole  To liaise with the wellbeing and pastoral Assistant Head to ensure that well-being and educational development of their assigned students  To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life  To ensure the student in the form tutor group are led through an act of worship, such as a moment of reflection each day other than those when they attend assembly  To evaluate and monitor the progress of students and keep up-to-date student records as may be required  To contribute to the preparation of action plans, progress files, individual education plans and other reports  To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved  To communicate, as appropriate, with the parent of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff  To contribute to PSHE and Citizenship according to school procedures  To apply the behaviour management procedures so that effective learning can take place |
| **Responsibilities: Systems and Processes**  **Key Responsibilities:** | **Quality Assurance:**  To adhere to and to help to implement school quality procedures  To contribute to the process of monitoring and evaluation of the faculty in line with school procedures, including evaluation of the Department in line with school procedures, including evaluation against quality standards and performance criteria  To implement modifications and improvement where required  To review from time to time methods of teaching and programmes of work  To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school  **Management Information:**  To maintain appropriate records and to provide relevant accurate and up-to-date information for the school’s management information system  To complete the relevant documentation to assist in the tracking of students  To track the progress of assigned students and use this information to inform teaching and learning  **Management of Resources:**  To contribute to the process of ordering and allocation of equipment and materials  To assist the Head of Department with the identification of resource needs and to contribute to the efficient and effective use of resources  To co-operate with other staff to ensure a sharing and effective usage of resources for the benefit of the school, Department and the students  To coordinate and manage the work of other staff, such as support staff. |
| **Responsibilities: School Improvement** | To take part in the school’s staff development programme by participating in arrangements for further training and professional development  To continue personal development in the relevant areas including subject knowledge and teaching methods  To engage actively in the appraisal review process  To ensure the effective/efficient deployment of classroom support  To work as a member of a designated team and to contribute positively to effective working relations within the school |
| **Responsibilities: External Stakeholders** | To communicate effectively with the parents of students as appropriate  To communicate and co-operate with persons or bodies outside the school, where appropriate  To follow agreed policies for communications in the school  To attend meetings in accordance with the school’s policy  **Marketing and Liaison:**  To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and liaison events with partner schools  To contribute to the development of effective subject links with external agencies |
| **Responsibilities: Other** | **Other specific duties:**  To play a full part in the life of the school, community, to support its strategic commitment, purpose and intent and to encourage staff and students to follow this example  To support the school in meeting its legal requirements for worship  To promote actively the school’s policies  To continue personal, professional development  To actively engage in the school’s self-review and evaluation processes  To actively engage in the school’s appraisal processes  To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate  To attend meetings as determined and directed by the Executive Principal/Head of Schools  To undertake any other duty as specified by the Executive Principal/Head of Schools not mentioned above  To comply with the school’s procedures concerning safeguarding and to ensure that training is accessed  This is not a comprehensive list of all tasks that the: Senior Lead Upper School (Quality of Education) will carry out. The postholder will be required to do other duties appropriate to the level of the role, as directed by the Headteacher and based upon areas of ability, experience and school priorities. |

This job description may be amended at any time in consultation with the postholder.

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

Postholder