

## **JOB DESCRIPTION**

### **ENGLISH TEACHER**

**Purpose:**

- 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/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 students attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

**Line Manager:** Team Leader for English

**Responsible for:** The provision of a full learning experience and support for students.

**Liaising with:** Head/Deputies, teaching/support staff, LA representatives, external agencies and parents.

**Disclosure level:** Enhanced

**Code of Conduct** All staff are expected to adhere to our dress code which is a professional appearance. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

### **MAIN (CORE) DUTIES**

**Operational/ Strategic Planning:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies within the Curriculum Team.
- To contribute to the Curriculum Team's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

**Curriculum Provision:**

- To assist the Team Leader to ensure that the curriculum area provides a range of teaching 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 aims and development plan.

**Staff Development:**

- 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 Performance Management 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.

#### **School Standards:**

- To help to implement school standards and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum team in line with agreed school procedures, including evaluation against school standards and performance criteria. To seek/implement modification 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 MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

#### **Communication:**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

#### **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.

#### **Management of Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Team Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, team and the students.

#### **Student Support:**

- To be a form tutor (if necessary) to an assigned group of students.
- To promote the general progress and well-being of individual students and of the form group as a whole.
- To liaise with the Heads of Year to ensure the implementation of the school's student support.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- 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 and progress files 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 parents 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 and enterprise according to school policy.
- To apply the Behaviour for Learning system so that effective learning can take place.

**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 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 and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, team and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

**Other Specific Duties:**

- To play a full part in the life of the school community, including extra-curricular contribution, to support its distinctive mission and ethos 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 development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

## **JOB DESCRIPTION**

### **ENGLISH KS5 LEAD TEACHER**

<b>LINE MANAGER:</b>	Team Leader for English
<b>RESPONSIBLE FOR:</b>	The provision of a full learning experience and support for students
<b>INVOLVES:</b>	Liaison with senior manager responsible for teaching and learning, relevant support staff, LA representatives, external agencies and parents

#### **PURPOSE**

- To impact on the educational progress of students beyond your assigned classes.
- To support the Team Leader and to deputise when and where appropriate.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To act as a curriculum lead and be responsible for leading, managing and developing this area.
- To lead, develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within the curriculum area and as a form tutor.

#### **DUTIES**

##### **Strategic Planning**

- To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching strategies in the team, within the designated area.
- The day-to-day management, control and operation of KS5 provision within the team.
- To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety etc.
- To work with colleagues to formulate aims and objectives for the team which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To assist in the management of the business planning function of the team, and to ensure that the planning activities of the team reflect the needs of the students and the aims and objectives of the school.

##### **Curriculum Provision**

- To liaise with the Team Leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
- To ensure the KS5 curriculum is adequately resourced.

##### **Curriculum Development**

- To support curriculum development within the whole team with particular emphasis on the KS5 curriculum area.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Team Leader to maintain accreditation with the relevant examination and validating bodies.

##### **Staff Development**

- To work with the Team Leader and Leadership Group to ensure that staff development needs are

identified and that appropriate programmes are designed to meet such needs.

- To contribute to personal development review and to act as reviewer for a group of staff within the designated team.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.
- To participate in the school's ITT programme.
- To actively engage in the staff review and development process.
- To continue personal development as agreed.

### **Standards and Effectiveness**

- To assist in the process of the setting of targets within the team and to work towards their achievement.
- To help to establish common standards of practice within the team and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the team.
- To contribute to the school procedures for lesson observation.
- To participate in the monitoring and evaluation of the curriculum area/team in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required within the relevant curriculum area.

### **Management Information**

- To ensure correct entries are made for all examinations taken at KS5.
- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To assist in the use of analysis and evaluation of performance data.
- To help to produce reports within the quality assurance cycle.
- To assist in the production of reports on examination performance, including the use of value-added data.

### **Communication**

- To help ensure that all members of the team /curriculum area are familiar with its aims and objectives.
- To ensure effective communication/ as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

### **Marketing and Liaison**

- To contribute to the school liaison and marketing activities, e.g., the collection of material for press releases.
- To contribute to the development of effective subject links with partner schools and the community
- To attend, where necessary, liaison events in partner schools and the effective promotion of subjects at open days/evenings and other events in partner schools and the wider community.
- To actively promote the development of effective subject links with external agencies.

### **Management of Resources**

- To assist the Team Leader to identify resource needs and to contribute to the efficient /effective use of physical resources.
- To co-operate with other teams to ensure a sharing and effective usage of resources to the benefit of the school and the students.

### **Pastoral System**

- To monitor and support the overall progress and development of students within the curriculum area
- To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate

action is taken where necessary.

- To act as form tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to PSHE, citizenship and enterprise according to the school policy.
- To assist in the implementation of the Behaviour for Learning system in the team so that effective learning can take place.

#### **Other Duties**

- To manage any budget allocated to you with regularity and propriety, as required when dealing with public money.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To develop and maintain programmes of extra curricular activities.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's policies.