###### JOB DESCRIPTION

**Job Title:** English Teacher

**(Section / Unit if known)**

**Reporting To:** Family Head of English

**Job Purpose:**

* Be responsible for the learning and achievement of all pupils in the class, ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

**Main Duties and Responsibilities:**

Policy and Leadership

• To contribute to whole school planning and policy formulation.

• To safeguard and promote the welfare of children

• To lead by example

• To develop, promote and ensure implementation of whole school policy and School Improvement Plan in conjunction with the Headteacher.

• To work with colleagues in developing, monitoring and regularly reviewing relevant department policies, plans, schemes of work, handbooks and targets.

• To plan and monitor curricular coverage, continuity and progression for all pupils.

• To establish and maintain regular communications with SLT, Governors and other schools where appropriate.

• To participate as required in meetings and to represent the views of colleagues within the area of responsibility in a variety of situations.

• To represent the department and school through Open Days, Prizegiving and other events.

• To develop and implement the use of ICT within the department, both as a teaching and learning tool as well as management support.

Management of Teaching, Learning and Pupil Progress

• To plan and implement the subject related teaching programme for all pupils with regard to the National Curriculum/ Public Examinations and the aims and objectives of the school.

• To monitor and evaluate teaching of the subject through discussion with colleagues, classroom observation, sampling of pupils and student interview in order to maximise quality and to improve further the quality of teaching.

• To ensure a pleasant, disciplined and purposeful working atmosphere in the subject area.

• To develop and promote a variety of teaching and learning styles to meet all pupils’ needs.

• To provide guidance to colleagues on appropriate teaching and learning methods and strategies to meet the needs of the subject and of all pupils.

• To ensure the effective development of pupils’ literacy, and ICT skills through the subject.

• To effectively use assessment data to inform planning.

• To ensure that all lessons are planned and sequenced with clear learning objectives and relevant content to achieve progression in pupils’ learning.

• To ensure that regular and well focused homework is set and assessed which reinforces what has been learnt and provides constructive feedback and targets for future progress.

• To advise pupils on subject related opportunities in careers.

• To encourage high expectations of behaviour and work habits so that teaching and learning objectives are met.

Management Of People

• To develop effective working relationships with staff and parents.

• To liaise and work with outside agencies where appropriate.

Management Of Financial And Physical Resources

• To establish resource and staff requirements, in line with the School Improvement Plan.

• Distribute resources to fulfil the aims and objectives of the school.

• Manage an up to date record of equipment and resources.

• Support the establishment and maintenance of an attractive, purposeful and safe working environment (reporting concerns about Health & Safety to the H & S representative).

• To encourage high quality display in subject areas and classrooms

• To develop and manage learning resources and equipment.

• Arrange the organisation, care and maintenance of resources and set up a monitoring strategy for this.

Evaluation And Quality

• In line with school policy, to establish, implement, monitor and review clear policies and practices for tracking, assessment, marking, recording, reporting and reviewing pupils’ work to inform future planning and target setting.

• To use national and school data, including National Curriculum and public examination test data, to monitor and evaluate standards of achievement across the school in the subject area and to set clear targets for pupils’ achievement.

• Ensure that pupils are fully prepared for external examinations and that the department fulfils any coursework and teacher assessments as required.

• To provide reports on individual progress to SLT and parents as required.

Administration

• Establish and maintain regular communication flow (internal and external).

• Establish and/or carry out procedures to keep records of pupils to satisfy school policies and National Curriculum and public examination requirements.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the School’s Health and Safety Policy.

**Date Reviewed:**June 2022