**Highams Park**

School

An independent state funded Academy

Principal - Mr P Grundy BA (Hons) PGCE

34 Handsworth Avenue

Highams Park

London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

[enquiries@highamsparkschool.co.uk](mailto:enquiries@highamsparkschool.co.uk)

|  |  |
| --- | --- |
| **Post Title:** | **TEACHER OF ENGLISH** |
| **Salary / Grade:** | **MPS / UPS** |
| **Responsible for:** | **TEACHING ENGLISH** |
| **Responsible to:** | **HEAD OF ENGLISH, FILM AND MEDIA** |
| The Professional duties of teachers, (other than the Principal) are set out in the School Teachers Pay  & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post  holder have been set out below. | |
| **Purpose:**  To teach English at KS3 – KS5.  **MAIN (CORE) DUTIES**  Teaching English at KS3 – KS5.  General teaching duties as expected for a Classroom Teacher.  Being a positive and proactive member of the English, Film and Media Studies team.  **Teaching and Learning**   1. Teach English at KS3 – KS5. Potentially to teach Media Studies at KS4 and/or KS5. 2. Contribute to the Department’s bank of resources and assist in the production of materials which take into account students of all abilities and levels. 3. Plan and evaluate work in accordance with departmental policy. 4. Work effectively with colleagues, providing support and help as required. 5. Build positive working relationships with students in your care, implementing the school’s rewards and sanctions consistently. 6. Contribute to developing enrichment activities in the department. Assist in contributing to high quality displays in English classrooms.   **Assessment, Recording and Reporting**   1. Maintain records of achievement and progress of all students in accordance with statutory requirements and departmental policy. 2. Mark and return work set, including homework, in line with school and departmental policy. 3. Adhere to the school’s Assessment and Marking Policy. 4. Attend Parents’ Evenings as required and keep students and parents informed about current performance and ways in which to improve.   Any other reasonable duties as directed by the Principal. | |

Highams Park Academy Trust is a charitable company limited by guarantee registered in England and Wales with registered number 07738801 [and VAT registered number 119-0793-d whose registered office is at Highams Park School Handsworth Avenue, Highams Park, London, E4 9PJ.