

WINDSOR PARK CE MIDDLE SCHOOL

ENGLISH TEACHER

Name:

Date:

Post:

Salary Scale:

Responsible To: The Head of ENGLISH.

Job Purpose: To teach English throughout the school and to oversee the pastoral care of one mixed age tutor group.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching and Learning

1. Carry out teaching duties in accordance with the school's schemes of work and National Curriculum (KS 2 and 3).
2. Liase with colleagues to deliver units of work in a collaborative way.
3. Work with teaching assistants.
4. Set targets for student attainment levels.
5. Demonstrate good practice in teaching.

Assessing and Reporting

1. Record student's work and progress.
2. Maintain lesson evaluations.
3. Mark and return work to pupils as soon as possible, providing feedback and targets.
4. Provide assessment reports to monitor student progress.
5. Be accountable for progress of individuals in your classes.
6. Liase with parents and attend consultation evenings.
7. Work within the SEN Code of Practice.

Leadership and Management

1. Provide a role model for your pupils.
2. Support and uphold the school's policy on behaviour, discipline and bullying.
3. Contribute to staff development issues.
4. Operate school Health, Safety and Welfare policies and risk assessments as these relate to your subject.

5. Manage the performance and duties of the SEN Ancillaries and other teaching assistants.
6. Participate in staff training.

Standards and Quality

1. Support the aim and ethos of the school.
2. Set a good example in the terms of dress, punctuality and attendance.
3. Uphold the school's behaviour code and uniform policy.
4. Attend and participate in extra curricular events.
5. Develop links with governors, the MAT and associated schools.

Student Behaviour

1. Monitor attendance and punctuality in your tutor group.
2. Ensure records are kept regarding student progress and student behaviour.
3. Liase with parents when necessary.
4. Liase with external agencies.
5. Know all the students in your class as well as possible.
6. Prevent bullying.

Other Duties and Responsibilities

Pastoral care of a mixed age tutor group and the delivery of any other duty negotiated with you by the Headteacher.

Signed:

Date: