



THE RUBICON CENTRE

Job Description – English Teacher

Responsible to: Head teacher

Responsible for: Teaching and learning within subject areas

Core Purpose

- To Lead English, develop literacy across the school and deliver a timetable of KS3 and KS4 lessons
- To fulfil the role of a pastoral tutor in a key stage or year group as required.

Key Responsibilities

- To plan and deliver English lessons to meet the needs of all pupils, through differentiation of tasks at both KS3 and to GCSE groups.
- To support literacy catch – up programmes across the age range.
- To actively support and promote the schools vision and values
- To raise standards of pupil attainment and achievement and to monitor and support pupil progress.
- To set clear targets based on prior attainment for pupils learning
- To feedback on pupils learning so that they are aware of how they can make progress
- To be accountable for the safety, wellbeing and development and progress of each pupil
- To produce curriculum information as required by a variety of agencies, including the Head, SLT, parents and others.
- To lead, organise and direct support staff within the classroom as appropriate.

Monitoring, Assessment, Evaluation and planning

- To use the schools SIMS programme to record achievements, behaviour and communications.
- To produce monitoring reports on pupil progress, effort and behaviour and intervention strategies within the classroom as required by Subject Leaders, SLT or other agencies.
- To contribute to subject meetings and share in the raising of attainment, monitoring and evaluation and strategic planning.
- To monitor standards and behaviour in and around the school.
- To attend meetings.
- To ensure the effective implementation of all policies regarding Safeguarding.
- To contribute to subject analysis of individuals and groups at both KS3 & 4
- To contribute towards assessment procedures and student tracking systems that support learning.

Student Management

- To share with all members of the school staff the responsibility for high standards of behaviour throughout the school

- To ensure the curriculum meets the needs of individual pupils and challenges the most able as well as those with specific difficulties
- To take account of the curriculum organisation that allows for setting, mixed ability and differentiated work or groups in order to encompass the needs of the most able and the least able
- To fulfil the role of a key tutor

Additional responsibilities

- To undertake general duties to support the effective operation of the school
- To contribute towards tutor time activities and the pastoral curriculum
- This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment.

Qualifications Knowledge and Experience

- A degree in a relevant subject
- Qualified teacher status
- Evidence of professional development relevant to the post
- Experience of teaching at KS3 & 4
- Knowledge of recent developments in education and curriculum developments
- A wide range of teaching strategies to engage and motivate students with a wide range of abilities
- Confident user of IT and on line resources to enhance educational experience
- Knowledge of working in partnership with parents and carers
- The ability to communicate clearly, orally and in writing
- Good administrative skills
- Good time management skills

General

- This job description will be reviewed annually in consultation with the post holder and the Head teacher and / or the Management Committee
- This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties that may be required to be carried out.