



Job Description: Teacher of English

All school staff are expected to:

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Role Purpose

- Advising and co-operating with the KS3 and KS4 English Curriculum Leaders, and Head of Faculty and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Co-ordinating or managing the work of other staff
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the curriculum areas 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 student attainment and achievement
- To share and support the school's responsibility to provide and monitor opportunities for the personal and academic development of children and young people
- To apply the school behaviour policy consistently to manage behaviour and support effective learning.

The Teacher of English will have the following responsibilities

- Planning well-structured lessons
- Taking responsibility for own professional development and ensuring best practice in classroom teaching and learning
- Providing extra-curricular opportunities that are an essential part of subject provision
- Keeping subject knowledge up to date
- Contributing to the development of schemes of work and department resources
- Contributing to preparing for changes to pedagogy and curriculum expectations
- Attending department/faculty and pastoral meetings as part of directed time

Teaching, Learning and Assessment in English

- Demonstrate excellent practice in teaching
- Carry out teaching duties in accordance with the school's schemes of work
- Liaise with colleagues to develop and deliver programmes of study in a collaborative way
- Work with HLTAs, Teaching Assistants and the SENDCO
- To set targets for student attainment levels based on effective use of data that incorporate suitable challenge
- Set work for students absent from school
- Mark and return work within the five week period outlined in the Feedback Policy, providing feedback and targets
- Regularly reviewing the attainment outcomes of students taught and assessing and quantifying impact on students' learning of their own teaching.
- Writing reports for students as part of the school review cycle
- Liaise with parents and attend virtual parents' evenings
- Work within the Code of Practice relating to Special Educational Needs, Standards and quality assurance
- Support the aims and ethos of the school as identified in the SEF, School Development Plan and School Handbook
- Ensure awareness of national developments relevant to subject and current best practice
- Undertaking performance management
- Promote and model good relationships with students, colleagues and parents
- Uphold the Trust's code of conduct
- Participate in staff training and take a lead in own professional development
- Develop links with governors, Trust and locality networks
- Actively seek the views of parents and learners as part of the self evaluation process

Other responsibilities

- To uphold the school's values at all times, ensuring students "Enjoy Respect Achieve" in all aspects of their education throughout their time at Priory.
- Acting as a form tutor and supporting the personal, social and spiritual well-being of students in every aspect of your work
- Participating in school cross-curricular days such as Drop Down Days for PSHE and personal development
- Participation and contribution to the organisation of school visits and trips that complement learning
- Supervision of students outside of lesson time in morning and afternoon sessions for example during lesson changeovers
- Providing students' work for classroom display
- Regular attendance at meetings and parents' evenings that are part of directed time

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

Responsible to:		Curriculum Lead for English
Liases with:		Curriculum Leads, Heads of Faculty, Senior Leadership.
Salary/Grade:		Main Payscale