



Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ  
Headteacher: Mr. James Pilgrim

## Job Description for Teacher of English

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### Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document (STPCD) and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed in accordance with the pay policy.

### General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

### Teaching

- Able to teach across Key Stage 3 and Key Stage 4.
- Experience of teaching across all abilities at KS4.
- As an all-through school there will be an opportunity to teach across phases.

### Teaching Responsibility

- See job specification below.

### Pastoral

- Form tutor.

### General Responsibilities

- Take part in the school's appraisal system.
- Enhanced DBS check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with and be fully compliant with the school's safeguarding policy.
- Play a full part in the life of the school community, supporting its distinctive all-through ethos and representing the school in a professional and positive light at all times and to all stakeholders.
- Comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.



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<b>Post Title:</b>	<b>TEACHER</b>
<b>Responsible to:</b>	Head of English
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.</li> <li>• To monitor and support the overall progress and development of pupils as a teacher/form tutor.</li> <li>• To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of student attainment and achievement.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for the personal and academic development of children and young people.</li> <li>• To enhance and develop the 'all-through' nature of the school.</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Planning well-structured, relevant lessons in line with the department schemes of work.</li> <li>• Taking responsibility for own professional development and ensuring best practice in classroom teaching and learning.</li> <li>• Keeping subject knowledge up to date.</li> <li>• Contributing to the development of the curriculum and department resources.</li> <li>• Contributing to preparing for changes in external examination courses.</li> <li>• Contributing to the implementation of new courses within the subject area.</li> <li>• Attending department/faculty and year team meetings.</li> <li>• Providing extra-curricular opportunities that are an essential part of subject provision.</li> </ul>
<b>Teaching and Learning:</b>	<ul style="list-style-type: none"> <li>• Carry out teaching duties in accordance with the school's curriculum.</li> <li>• Liaise with colleagues to deliver units of work in a collaborative way.</li> <li>• Work with teaching assistants and the Learning Support Department</li> <li>• Set targets for pupil attainment levels based on effective use of data and incorporate suitable challenge.</li> </ul>
<b>Assessing and Reporting:</b>	<ul style="list-style-type: none"> <li>• Provide feedback to pupils that is timely, pertinent and helps them to progress.</li> <li>• Setting learning and achievement targets and monitoring progress towards those targets including keeping accurate records of progress.</li> <li>• Reviewing the attainment outcomes of pupils taught and assessing and quantifying impact on pupils' learning of own teaching.</li> <li>• Completing reports for pupils as part of the school review cycle.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Liaise with parents and attend consultation evenings.</li> <li>• Work within the Code of Practice relating to Special Educational Needs.</li> </ul>
<b>Standards and Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• Support the aims and ethos to the school as identified in the School Improvement Plan and School Prospectus.</li> <li>• To set the highest standards of expectation and ambition in all that the school does.</li> <li>• Ensure awareness of national developments relevant to subject and current best practice.</li> <li>• Undertaking lesson visits as part of the school's improvement schedule.</li> <li>• Promote and model good relationships with pupils, colleagues and parents.</li> <li>• Set a good example in terms of dress, punctuality and attendance.</li> <li>• Uphold the school's behaviour code and uniform regulations.</li> <li>• Participate in staff training and take a lead in own professional development.</li> <li>• Develop links with governors and other external agencies.</li> <li>• Actively seek the views of parents and learners as part of the self-evaluation process.</li> </ul>
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• Acting as a form tutor and supporting the personal, social and spiritual well-being of pupils in every aspect of your work.</li> <li>• Delivering and contributing to the development of PSHE materials.</li> <li>• Participation and contribution to the organisation of school visits and trips that complement learning.</li> <li>• Supervision of pupils outside of lesson time in morning and afternoon sessions for example during lesson changeovers.</li> <li>• Providing pupils' work for classroom display.</li> <li>• Attendance at meetings and parents' evenings.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage pupils to follow this example.</li> <li>• To promote actively the school's policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by the STPCD/Headteacher not mentioned in the above.</li> </ul>



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	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for all.</p> <p>This job description is current at the date shown, but may be changed by the school's management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>
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