



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Teacher of English</b>
<b>Accountable to:</b>	Head of School
<b>Responsible to:</b>	Head of Faculty
<b>Salary:</b>	M1 to UPS3 dependent on skills and experience
<b>Employment Status:</b>	Full time, Permanent

### **Job Purpose**

- Provide high quality teaching and learning through the planning, teaching and classroom management relating to the specified curriculum area and working as part of the team to enable the school to meet its targets for improvement and success

### **Main Duties and Responsibilities**

1. Provide high quality teaching in the subject area whereby students make good or outstanding progress in lessons and are suitably challenged
2. Actively promote student achievement through frequent teacher and peer assessment and evaluation
3. Actively seek contact with parents and carers to keep them informed of student progress
4. Maintain good order and discipline amongst students, safeguarding their health and safety on and off the site
5. Keep a planning and assessment folder, use schemes of work and a variety of resources and approaches
6. Present and set homework regularly and mark work in line with department and school policy
7. Reflect on and review individual teaching methods and work
8. Consolidate and extend learning and get students to take responsibility for their own learning
9. Ensure assessment, recording and reporting practices are maintained at a high level that contribute to student progress
10. Provide high quality reporting to stakeholders
11. Preparation of schemes of work and lessons
12. Principles and practices of effective teaching and learning
13. Contribute to the development of teaching and learning materials
14. Keep well informed with regards to contemporary issues in teaching and learning

### **Other Duties**

1. Be aware of and comply with all UST / school policies and procedures especially those relating to safeguarding, health and safety, confidentiality and GDPR / data protection
2. Participate in performance management
3. Take responsibility for own continuing professional development
4. Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support students learning and well-being
5. Attend training and development sessions, as appropriate
6. Undergo Basic First Aid training and update courses, as required

The job description should be seen as enabling rather than restrictive and will be subject to regular review as part of performance management