

## **JOB DESCRIPTION**

<b>POST:</b>	<b>Teacher of English</b>
<b>SALARY:</b>	<b>Main Pay Scale / Upper Pay Scale</b>
<b>CONTRACTED HOURS:</b>	<b>Full Time (permanent)</b>
<b>REPORT TO:</b>	<b>Curriculum Leader for English</b>

### **Job Purpose:**

1. To maintain professional standards as set out in the DfE's Teachers' Standards
2. To ensure students are engaged and making good progress according to their age, interests and abilities
3. To safeguard and promote the welfare of every child in school
4. To support the school in its commitment to the provision of equal opportunities for all students, regardless of race, gender, disability or background
5. To support the English curriculum area in maintaining a positive learning environment and effective, cooperative working relationships between staff, students and parents
6. To contribute to a calm and orderly environment throughout the school
7. To show passion and enthusiasm for the subject and promote a high-quality learning experience in lessons, homework and extracurricular activities
8. To attend meetings as required
9. To support the vision, ethos and policies of the school, and promote high levels of achievement
10. To contribute to the delivery of the School Improvement and Development Plan
11. To carry out any other duties as directed by the Headteacher

### **Key Tasks (as a Teacher of English):**

1. To teach English at Key Stages 3 and 4
2. To maintain excellent knowledge of the English curriculum and effective approaches to its delivery
3. To contribute to the delivery of the English curriculum and contribute to the curriculum area development plan
4. To collaborate with colleagues on the development of resources for the delivery of the curriculum

### **Key Tasks (as classroom teacher):**

1. To plan, deliver and review lessons which are appropriate to the age and ability of students and in accordance with the National Curriculum / awarding body specifications so as to facilitate progression in learning
2. To maintain high standards of teaching and learning that ensure the progress of all students, including those from disadvantaged backgrounds and with SEND
3. To ensure ongoing assessment of students' progress, providing appropriate feedback and adapting teaching accordingly
4. To mark students' work in accordance with school and curriculum area expectations
5. To record effort, attainment and progress data in accordance with the school's Assessment, Recording and Reporting procedures
6. To participate in the school's procedures for monitoring the quality of teaching
7. To engage in relevant CPD and appraisal in order to develop and enhance professional practice and maintain excellent subject knowledge
8. To manage the classroom and associated equipment so as to create a positive and stimulating learning environment, making effective use of available resources
9. To arrange for the provision of suitable work for classes in the event of absence
10. To promote excellent behaviour for learning, through having high expectations and implementing school systems
11. To ensure that students are recognised and rewarded for excellent effort and positive contributions

**Key Tasks (as form tutor):**

1. To act as form tutor, establishing effective daily routines and positive relationships with students in the tutor group
2. To provide a point of contact for parents / carers of students in the tutor group
3. To support with ensuring excellent attendance of students in the tutor group
4. To recognise and celebrate students' successes
5. As a member of the year team, to liaise with and support the Year Leader in maintaining a positive ethos and culture amongst the year group as well as maintaining a caring, well-ordered and effective school learning environment