**Job Description**



To

1. To consistently plan and deliver outstanding lessons that will allow stimulating and enjoyable learning to take place.
2. To provide clear structures for lessons which maintain pace, inspiration, motivation, differentiation and challenge for all students and their individual abilities meeting the needs of all learners.
3. Set high expectations for students’ work and behaviour. Use teaching methods which sustain the momentum of students’ work and keep all students engaged in purposeful learning drawing on current pedagogical developments and research.
4. To teach across the age and ability range as necessary and as requested and contribute to students’ opportunities and enrichment within the department and across the school. To ensure that all classes are taught according to school policy and that National Curriculum and examination syllabus regulations are carefully followed at all times.
5. To participate fully in curriculum development and curriculum review, updating and adapting existing units of work or developing new ones as requested.
6. Ensure that students acquire and consolidate knowledge, skills and understanding in English both in lessons and in their academic reading. To participate in the programme of after school revision classes according to department requirements.
7. Set, mark and monitor students’ classwork and homework in line with school policy and practice, providing constructive oral and written feedback and set targets for students’ progress, according to the school’s assessment policy and practice.
8. Ensure effective and timely verbal and written feedback to students to assist their progress and ensure that school and departmental marking and assessment policies and practices are followed.
9. Monitor and track individual students’ progress and employ strategies for intervention at class or department level in liaison with the Subject Leader, where they are underachieving and not reaching their target levels/grades.
10. Participate in the evaluation of teaching at departmental and individual level in order to improve effectiveness.
11. To support the Director of English in all matters of quality assurance.
12. To keep a detailed and accurate Teacher Planner in accordance with school policy and ensure that assessment records both written and on central registers are maintained up to date.
13. Take responsibility for personal professional learning and development and keep up to date with research and developments in relevant subjects. To engage actively in the Performance Management Review process. To keep up to date with national developments related to the subject area.
14. Under the reasonable direction of the Headteacher carry out the professional duties of a school teacher as set out in the School Teachers Pay and Conditions Document.
15. To ensure that all policies and procedures as outlined in the school and departmental handbooks are adhered to and actively promoted.
16. To attend regular department meetings and to liaise with the relevant staff to ensure that they are kept up to date with key issues.
17. To ensure the effective, efficient deployment of classroom support.

1. To be responsible for the maintenance of subject displays in a designated classroom or area.
2. To liaise fully with staff and parents as necessary with respect to all aspects of their students’ progress
3. To play a full part in the life of the school community to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
4. To act as a form tutor and carry out the duties associated with the role as outlined in the generic job description.
5. To assist in the implementation of the behaviour management system in the school so that effective learning takes place.
6. To be responsible for the safeguarding and promoting the welfare of children/young adults.
7. To undertake any reasonable task as directed by the Headmaster or Line Manager.

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