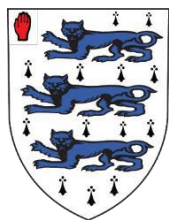


## Job Description



<b>Title of Post</b>	Teacher of English
<b>Post Status</b>	1.0 FTE, Permanent from 1 <sup>st</sup> January 2025
<b>Salary/TLR/ Allowance</b>	MPS/UPS
<b>Reporting to</b>	Head of English

### Main Purpose

The following subject job description is in addition to any statutory requirements and responsibilities of a Main Scale Teacher:

The post holder is expected to:

- Promote the highest standards of teaching English within the framework of the school and share ideas to promote the best practice within the Department.
- Ensure high standards of discipline and organisation within a school environment.
- Demonstrate high standards of ICT competence in teaching and learning, and develop these as technologies change.
- Ensure the smooth running of internal and external controlled assessments
- Ensure that Departmental records and information are regularly updated, and keep informative records of students' progress.
- In partnership with other members of the Department, assist with information and Consultation Evenings for parents and carers.
- Keep the marking of students' work up to date and maintain a record of students' marks.
- Attend relevant meetings
- Deal effectively with behaviour, attendance and punctuality issues
- To ensure the safeguarding of students, and support their well-being at all times, utilising the pastoral system effectively

### Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

### **Other Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Headteacher**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

**Postholder**