



## Job Description – English Teacher

**Accountable to:** Head of Subject, Deputy Head, Headteacher

**Purpose:** Under the general supervision of the Head of Subject to:

- Teach to the full range of ability at Key Stages 3 and 4
- Take responsibility for the progress and achievement of students within subject.
- Promote and safeguard the welfare of children and young persons across the subject.

### Duties and Responsibilities as a Teacher

To be read in conjunction with the School Teacher's Pay and Conditions Document Part XII and the Teachers' Standards document.

- To teach effective lessons and be responsible for this to the Headteacher through the Head of Subject.
- To ensure that lessons are well prepared, all work marked regularly, and homework set according to agreed policy.
- To maintain records of student attainment, and to be aware of standards achieved, so enabling assessments to be provided whenever necessary.
- To produce effective reports on student progress and targets for improvement.
- To ensure high standards of behaviour from students.
- To work as a member of a team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and contributing where necessary to the writing/development of new material and schemes of work.
- To attend all team meetings (subject and pastoral).
- To discuss with the Head of Subject and colleagues those aspects of students' performance which are a cause for concern, and to seek advice, guidance or support where appropriate.
- To promote the general progress and personal and social well-being of any assigned group of students through the school's tutorial and PSE programme.
- To participate in the appraisal process – identifying areas for development and accessing appropriate training and professional development.
- To provide work for classes (whenever possible) when absent.
- To communicate and consult with parents of students through attendance at Parents' Evenings.
- To have regard to the school Health and Safety policy.
- To promote and safeguard the welfare of children and young persons across the department.

This job description, which is subject to review, has been agreed between the Post-holder, the Team Leader and the Leadership Team link (on behalf of the Headteacher).

Teacher: Signed .....

Print Name ..... Date .....

Line Manager: Signed .....

Print Name ..... Date .....

Headteacher: Signed .....

Print Name ..... Date .....