

Teacher of English: Job Description

<u>JOB TITLE</u>	Teacher of English
<u>SCALE/SALARY</u>	Teacher's Pay Scale
<u>RESPONSIBLE TO:</u>	Executive Headteacher, Deputy Headteachers, Assistant Headteachers, Extended SLT, Head of Faculty, Deputy Head of Faculty

JOB PURPOSE

To be responsible for the teaching and learning of all English courses offered at Key Stages 3 and 4. This will involve the monitoring of students' progress and performance in order to ensure that expected learning outcomes are achieved.

MAIN CONTACTS

Deputy Headteachers, Assistant Headteachers, Heads of Faculty, Heads of Year, Teaching Staff, Support Staff, parents/carers and Students.

Duties and Responsibilities

1. To teach throughout the full age range and ability within the college.
2. To assess and keep accurate records of students' progress within the agreed procedures of the faculty.
3. To identify students who are underperforming and put in place appropriate interventions to address this.
4. To set regular homework that supports learning taking place during lessons and promotes independence and responsibility.
5. To maintain an up-to-date knowledge and understanding of the requirements of the English curriculum.
6. To contribute to all aspects of work in the faculty, to ensure that the department is successful in teaching English and continues to offer the pupils of the college a safe and stimulating environment.
7. To work as an important member of a team committed to teaching English, developing resources and courses and to assist the Head of Faculty for English to ensure the successful operation of the faculty.
8. To work collaboratively and cooperatively in a way which is conducive to maintaining the efficient management and organisation of the college, including undertaking weekly duties.

9. To assist in the delivery of English qualifications and to have a secure knowledge and understanding of the subject, its requirements and related pedagogy.
10. To engage in a process of continuing professional development in order to keep knowledge, skills and understanding updated in order to achieve the best possible impact in terms of learning outcomes.
11. Have an awareness of and implement Health & Safety legislative requirements and procedures in order to maintain a safe teaching environment where practical activities can take place.
12. Any other duties that may be required, commensurate with the grade of the post.
13. To have a flexible and can do approach with the ability to respond to the needs of the college.
14. To contribute to the overall ethos, work and aims of the college.
15. To establish constructive relationships and communicate with other agencies and professionals.
16. To participate in training and other learning activities and performance development as required.
17. To recognise own strengths and areas of expertise and use these to advise and support others.
18. To be aware of and comply with the Colleges Safeguarding Procedures, Health and Safety requirements, confidentiality and data protection policies.
19. You will be required to work two additional INSET days, which will be paid additionally and advanced notification of those days will be provided.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.