

The Chantry School

Job Description

Name: **Teacher of English**
Job Title: **Head of Department**
Accountable to **February 2026**
Last review:

Purpose To provide high quality teaching and so enable effective use of resources and high standards of learning, progress and achievement for pupils, within an atmosphere in which pupils feel challenged, valued and secure.

Accountabilities:

| Area | Accountability Statement |
|------------------------------------|--|
| Teaching and Learning | <ul style="list-style-type: none">Set high expectations which inspire, motivate and challenge pupilsPlan and teach well structured lessonsDemonstrate excellent subject and curriculum knowledgeAdapt teaching to respond to the strengths and needs of all pupils including the setting and marking of work to be carried out by pupils in school and elsewherePromote good progress and outcomes for all pupilsDemonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English |
| Assessment Recording and Reporting | <ul style="list-style-type: none">Make accurate and productive use of assessment to record and report on the learning needs, progress and achievement of pupilsProvide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils |
| Pupils' Personal Development | <ul style="list-style-type: none">Fulfil the role of Form Tutor, or pastoral support, as requiredContribute to the PSHE programmeProviding guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions |
| Performance Management | <ul style="list-style-type: none">Participating in arrangements for the review of the teacher's own performance and that of other teachers as line management responsibility requires. |
| CPD | <ul style="list-style-type: none">Participating in arrangements for further training and professional development.Act on advice and feedback given and be open to support.Apply educational research to one's own context |
| Monitoring and Evaluation | <ul style="list-style-type: none">Reviewing from time to time the methods of teaching and schemes of work to ensure effective delivery in the classroom.Work with others on curriculum and/or pupil development to secure co-ordinated outcomes. |
| Liaison | <ul style="list-style-type: none">Communicating and consulting with the parents of pupils at Parents' Evenings, Open Evening and other similar eventsCommunicating and co-operating with persons or bodies both within and beyond the school in matters relating to pupils in their care and attending any meetings as necessary (e.g. with HoDs, YH's, outside agencies). |
| Discipline, Health and Safety | <ul style="list-style-type: none"><i>Manage behaviour effectively to ensure an excellent and safe learning environment using the school's agreed Behaviour for Learning system</i>Maintaining good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. |

| | |
|-----------------------------|--|
| | <ul style="list-style-type: none"> Promote the safety and well-being of pupils and participate in all Health and Safety and safeguarding requirements in the school, both whole school and subject specific. |
| Staff Meetings | <ul style="list-style-type: none"> Participating in meetings at the school which relate to the curriculum or the administration or organisation of the school including pastoral arrangements |
| Cover for absent colleagues | <ul style="list-style-type: none"> Cover for absent colleagues, rarely and in circumstances that are not foreseeable |
| External Examinations | <ul style="list-style-type: none"> Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments |
| Wider Responsibilities | <ul style="list-style-type: none"> <i>Fulfil wider professional responsibilities</i> Make a positive contribution to the wider life and ethos of the school Maintain professional conduct at all times. Deploy support staff effectively Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision. Contribute to extra- curricular activities. |
| Administration | <p>Participate in administrative and organisational tasks related to the duties described above, including:-</p> <ul style="list-style-type: none"> Meeting deadlines the direction or supervision of persons providing support in the classroom attending assemblies use of ARBOR to, for example, register the attendance of pupils, complete assessments and log behaviour incidents supervising pupils during duties before, during or after school sessions |

This job description is an outline of the main responsibilities of the post and is not intended to be a comprehensive list of all duties. Items in italics are part of the Teachers' Standards and due regard should be given to the further detail these imply. The post holder may be required to undertake other tasks appropriate to the level of the post as the Headteacher may require. It may be reviewed from time to time and be subject to modification or amendment after consultation with the post holder.

Signed
(Member of staff)

Signed
Headteacher

Date
(Member of staff)

Date
Headteacher

**PERSON SPECIFICATION
TEACHER OF ENGLISH**

| Essential | Desirable |
|---|--|
| <p><i>Qualifications and Experience:</i></p> <ul style="list-style-type: none"> • A good honours degree or equivalent in a relevant subject and QTS. | <ul style="list-style-type: none"> • Evidence of further subject-based professional development. |
| <p><i>Teaching:</i></p> <ul style="list-style-type: none"> • Up to date curriculum knowledge • Evidence of best classroom practice for successful English teaching. • Good understanding of effective and engaging teaching methods. • The ability to engage, enthuse and motivate pupils of all abilities and the promotion of high standards of behaviour. | <ul style="list-style-type: none"> • Evidence of successful examination outcomes with most able pupils at GCSE. Experience of A level English teaching and a capacity to stretch beyond the GCSE specification would be an advantage. • Experience of the use of ICT to enhance the teaching and learning process. |
| <p><i>Assessment:</i></p> <ul style="list-style-type: none"> • An understanding of the effective and varied use of assessment to inform planning. • Experience of providing effective feedback to pupils and parents. | <ul style="list-style-type: none"> • Evidence of improved student outcomes over time. • The ability to enhance lessons through the creative use of ICT |
| <p><i>Planning:</i></p> <ul style="list-style-type: none"> • The ability to plan lessons and sequences of lessons with clear objectives to ensure good progression for all pupils. • The ability to set consistently high expectations for all pupils through class work and homework. • The ability to manage time effectively and prioritise work. | <ul style="list-style-type: none"> • A willingness to be involved in extended curriculum opportunities in the subject area. |
| <p><i>Professional Attributes:</i></p> <ul style="list-style-type: none"> • Highly motivated with high expectations of all pupils. • Respond well to a challenge. • Maintain high professional standards. • Excellent communication skills. • Commitment to own professional development and desire to sustainably improve classroom practice. | <ul style="list-style-type: none"> • A commitment to the wider development of all pupils. |

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All employees must undertake an Enhanced DBS Application.