



**TEACHER OF ENGLISH  
MPS  
Required for September 2023**

**JOB DESCRIPTION**

**General Duties**

Teaching to designated classes of pupils and general welfare of a tutor group in accordance with the requirements of the latest School Teachers' Pay and Conditions Document and the National Standards for Qualified Teacher Status, having due regard to the requirements of the National Curriculum, the school's aim and objectives, schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils and to actively support the aims and values of this Catholic school as expressed in the Mission Statement.

**Specific Duties**

**TEACHING**

- Plan work in accordance with departmental schemes of work and National Curriculum programmes of study.
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- Work in collaboration with Learning Support Staff attached to any teaching group.
- Take account of students' prior levels of attainment and use them to set targets for future improvements
- Set work for students absent from school for health or disciplinary reasons
- Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work

**ASSESSMENT, RECORDING AND REPORTING**

- Maintain notes and plans of lessons undertaken and records of students' work
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate
- Carry out assessment programmes (eg reports) as agreed by the school or faculty
- Complete student records of achievement in line with policy and as specified in the published calendar
- Attend the appropriate parent's evenings to keep parents informed as to the progress of their child
- Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students

## **PASTORAL WORK**

- Undertake responsibility for a tutor group as required including tutor/student interviews
- Be the first point of contact for parents of students in the tutor group
- Monitor (and set targets for) the social and academic progress of individuals in the tutor group
- Be prepared to undertake responsibility for delivery of the Catholic Values programme to one or more tutor group
- Promote good attendance and monitor in accordance with the school's attendance policy

## **PROFESSIONAL STANDARDS**

- Support the aims of the school to promote a "learning community"
- Treat all members of the community, colleagues and students, with respect and consideration
- Treat all students fairly, consistently and without prejudice
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance
- Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities)
- Support the ethos of the school by upholding the behaviour code, uniform regulations etc
- Take responsibility for their own professional development and participate in staff training when provided
- Reflect on their own practice as well as the practices of the school with aim of improving all that we do
- Read and adhere to the various policies of the school as expressed in the School Development Plan, the staff handbook, subject team/year team documentation etc
- Participate in the management of the school by attending various team and staff meetings
- Undertake duties as prescribed within school policies
- Ensure that all deadlines are met as published in the school calendar
- Undertake professional duties that may be reasonably assigned to them by the Headteacher.
- Be proactive and take responsibility for matters relating to health and safety

**To whom responsible:** Senior Leadership Team

**Staff for whom responsible:** N/A

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Performance Management cycle

Signed \_\_\_\_\_ (Teacher)                      Date \_\_\_\_\_

Signed \_\_\_\_\_ (Headteacher)                      Date \_\_\_\_\_