

Job Title: Teacher of English

Responsible to: The Headteacher via the Line Management System

You are required to carry out the duties of a School Teacher as set out in the current School Teachers' Pay and Conditions document.

The key tasks associated with this post are as follows:-

Teaching

- to form effective relationships with pupils, teaching staff, parents and other professionals
- to ensure appropriate assessment and regular monitoring of pupils
- to teach the National Curriculum and other programmes of study effectively, mindful of the needs and responses of the pupils
- to provide an attractive and stimulating classroom environment through display
- to promote and develop good working and learning habits in pupils
- to assess and record pupils' work, progress and attainment in line with school and examination board policies
- to make full use of a variety of materials, books and equipment
- to ensure the supply from stock and take good care of such resources

Curriculum and Development

- to contribute to the planning of programmes of study and schemes of work appropriate to the needs of all pupils
- to ensure that appropriate textbooks and materials are used
- to keep abreast of professional and subject developments
- to participate in professional meetings and training programmes and to share the benefits with colleagues
- to participate in arrangements for Teacher Appraisal

Pastoral and Community

- to interpret to pupils the values, standards and expectations of the school
- to promote equality of opportunity for pupils and staff
- to perform the duties of class teacher and form tutor, as outlined in the Staff Handbook
- to contribute to the life of the community according to your talents and skills, including a willingness to undertake the organisation of any extra-curricular activity
- to exercise responsibility for the conduct and behaviour of pupils within the classroom and within the school as a whole
- to participate in the arrangements made for the supervision and safety of pupils between lessons and at the start and end of the school day
- to attend scheduled meetings with colleagues and parents

Administration

- to take responsibility for some aspect(s) of departmental administration, agreed with the Head of Department
- to record pupils' progress in line with school policy
- to contribute to the evaluation and effectiveness of administrative and departmental routines
- to maintain an up-to-date teaching record
- to assist as required with arrangements for public examinations
- to help ensure up-to-date and appropriate display in the departmental area
- to undertake other such duties as may reasonably be required

This job description will be reviewed from time to time and in response to changing circumstances after consultation with the post holder