



# King's Norton Boys' School

HUMANI SEMPER CONTENDIMUS

## Job Description

<b>Post Title</b>	<b>Teacher of English</b>
<b>Post Holder:</b>	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>to implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate</li> <li>to monitor and support the overall progress and development of students as a teacher/ Form Tutor</li> <li>to contribute to raising standards of student attainment</li> <li>to plan and prepare lessons that facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential</li> <li>support departmental planning, resource development and quality assurance monitoring</li> <li>to share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Reporting to:</b>	Head of Department
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Liaising with:</b>	Headteacher / SLT, other Heads of Faculty, Heads of Subject, Heads of House, Student Support Team, relevant staff with cross school responsibilities, relevant non-teaching support staff, and parents. External support staff (e.g. BEP or Local Authority)
<b>Working Time:</b>	Term Time. Full Time
<b>Salary/Grade</b>	MPS
<b>Disclosure level</b>	Enhanced

<b>MAIN (CORE) DUTIES</b>	
<b>Operational / Strategic Planning:</b>	<ul style="list-style-type: none"> <li>to assist in the development of the appropriate syllabus resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department</li> <li>to contribute to the Curriculum Area and Department's Development Plan and its implementation</li> <li>to plan and prepare courses and lessons</li> <li>to contribute to the whole school's planning activities</li> <li>to actively monitor student progress and implement appropriate interventions</li> <li>to implement school policies and procedures, e.g. Safeguarding, Equal Opportunities, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>to ensure that Health and Safety policies and practices, including Risk Assessments, throughout the faculty are in-line with requirements and are updated where necessary.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>to assist the Head of Department/ Faculty, the SLT leads for Curriculum, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives</li> <li>to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective lessons fulfils statutory and examination board / awarding body requirements</li> <li>to ensure regular, coherent and rigorous assessment practices are in place within the faculty and in line with the English department's marking and assessment policy.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>to assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.</li> <li>to support curriculum development for the subject area</li> <li>to keep up to date with developments with teaching practice and methodology in the subject area.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>to take part in the school's staff development programme by participating in arrangements for further training and professional development</li> <li>to continue personal development in the relevant areas including subject knowledge and teaching method</li> <li>to engage actively in the appraisal process</li> <li>to ensure the effective/efficient deployment of classroom support</li> <li>to work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>to help to implement school quality procedures and to adhere to those.</li> <li>to contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required</li> <li>to review from time to time methods of teaching and programmes of work</li> <li>to take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school</li> <li>to implement required improvements arising from quality assurance practices and monitor their implementation and impact</li> <li>to implement school policies &amp; procedures.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>to maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.</li> <li>to complete the relevant documentation to assist in the tracking of students</li> <li>to track student progress and use information to inform teaching and learning</li> <li>to produce reports in line with the quality assurance cycle for the faculty.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>to communicate effectively with the parents of students as appropriate.</li> <li>where appropriate, to communicate and co-operate with persons or bodies outside the school</li> <li>to follow agreed policies for communications in the school</li> </ul>

	<ul style="list-style-type: none"> <li>to liaise with partner schools, higher education, Industry, examination boards / awarding bodies and other relevant organisations.</li> </ul>
<b>Marketing &amp; Liaison:</b>	<ul style="list-style-type: none"> <li>to take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, review days and liaison events with partner schools</li> <li>to contribute to the development of effective subject links with external agencies</li> <li>to actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>to assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources</li> <li>to co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.</li> </ul>
<b>Student progress and development:</b>	<ul style="list-style-type: none"> <li>to monitor and support the overall progress and development of students within the department</li> <li>to monitor students' progress and performance in the subject area in relation to expected grades set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>to ensure the school's behaviour management system is implemented in the faculty so that effective learning can take place</li> <li>to contribute to PSHE, citizenship and enterprise according to school policy.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>to teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere</li> <li>to assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required</li> <li>to provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>to ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students</li> <li>to undertake a designated programme of teaching</li> <li>to ensure a high-quality learning experience for students which meets internal and external quality standards</li> <li>to prepare and differentiate lessons</li> <li>to use a variety of delivery methods which will stimulate learning appropriate to students' needs and demands of the syllabus</li> <li>to maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework</li> <li>to undertake assessment of students as requested by external examination bodies, departmental and school procedures</li> <li>to mark, grade and give written/verbal and diagnostic feedback as required and as directed by the Head of Department.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>to play a full part in the life of the school community, to support its distinctive ethos and to encourage and ensure staff and students follow this example.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>to be a Form Tutor to an assigned group of students</li> <li>to promote the general progress and well-being of individual students and of the Form Tutor Group as a whole</li> <li>to liaise with the Head of Year to ensure the implementation of the school's pastoral system</li> </ul>

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|  | <ul style="list-style-type: none"><li>• to register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li></ul> |
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**Other Specific Duties:**

- to continue personal development as agreed
- to support the school in meeting its legal requirements for worship
- to promote actively the school's corporate policies
- to promote the welfare of children for whom you are responsible for or who you come into contact with
- to understand and act in accordance with the school's equal opportunities policies.
- to comply with the school's Health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary adjustments to the job and the working environment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.