****

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | **TEACHER OF ENGLISH** |
| **Status** | **permanent**  |
| **Pay Range** | **Teachers’ Pay scale**  |
| **Primary Purpose of the Job**  | * To fulfil the Teachers’ Standards, in the context of being a teacher of English as part of a Subject team and as a Form Tutor as part of a Year team
* To believe that all students can achieve things they never thought they could and prepare and deliver lessons as part of a broad and balanced curriculum to meet all students’ needs so they realise this belief
* To be a reflective practitioner who acts on feedback to improve their practice and is able and willing to share best practice with their colleagues
* To monitor and support the overall progress and development of students as a teacher and as a Form Tutor
* To facilitate and encourage a learning experience and environment which provides students with the opportunity to achieve things they never thought they could
* To contribute to raising standards of student progress and attainment
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth
 |
| **Responsible to** | Leader of English |
| **Principal Responsibilities** | **To meet all requirements as appropriate of the Teachers’ standards in line with Career Stage Expectations** |
| Teaching & Learning: * To provide a personalised and responsive teaching approach that takes into account the needs of all students
* To set and mark differentiated work carried out by the student in school and elsewhere
* To use a variety of delivery methods and pedagogical activities which will stimulate learning appropriate to student needs and demands of the syllabus
* To monitor the impact of pedagogical activities on students’ learning
* To grade and give written/verbal and diagnostic feedback that helps students’ make progress as required
* To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, department and school procedures
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
* To ensure that RWCM are reflected in the teaching/learning experience of students
* To ensure a high quality learning experience for students which meets internal and external quality standards
* To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study

Operational / Strategic planning & Quality Assurance: * To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area
* To co-operate with other staff to ensure a sharing and effective use of resources to the benefit of the School, department and the students
* To contribute to the department’s development plan and implementation
* To plan and prepare courses and lessons
* To contribute to educational enhancement activities
* To contribute to the whole school’s planning activities
* To help to implement school quality assurance procedures and to adhere to those
* To contribute to the process of monitoring and evaluation of the subject area in line with school procedures
* 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

Curriculum Provision and Development: * To assist the Subject Leader to ensure that the curriculum area provides a range of teaching which complements the school’s strategic objectives
* To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining/awarding bodies our purpose and values and school priorities

Staff Development, Recruitment & Wellbeing: * To take part in the school’s CPD programme
* To continue personal development including subject knowledge and teaching methods
* To engage actively in the Appraisal process
* To ensure the effective/efficient deployment of classroom support
* To work as a member of a designated team and to contribute positively to effective working relations within the school

Communications: * To communicate effectively with the parents/carers of students as appropriate
* Where appropriate, to communicate and co-operate with bodies outside the school
* To follow agreed policies for communications in the school
* To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and liaison events with partner schools
* To contribute to the development of effective subject links with external agencies

Care Guidance and Support: * To be a Form Tutor to an assigned group of students and to contribute to tutor time and other tutor based curriculum activities
* To promote the general progress and well-being of individual students and of the tutor group
* To liaise with Year Leaders and other key staff to ensure implementation of the Pastoral System
* To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
* To evaluate and monitor the progress of students and keep up-to-date student records
* To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
* To communicate with the parents/carers of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
* To apply the Respect Charter, Perfect Climate and other Behaviour for Learning systems so that effective learning can take place

General Duties**:** * To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
* To promote actively the school’s corporate policies and to comply with the school’s health and safety policy and undertake risk assessments as appropriate
* You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions Document currently in operation, or any subsequent legislation
 |
| **This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme** |

|  |  |
| --- | --- |
| **Date Job Description prepared/updated** | April 2025  |
| **Job Description prepared by** | HR |