**Codsall Community High School: Teacher Job Description**

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| **Post Title** | **Teacher of English M1- M3** |
| **Purpose** | * To deliver a high quality of education.
* To secure high levels of progress and enjoyment.
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| **Reporting to** | Lead Teacher for English  |
| **Liaising with** | Teachers, non-teaching staff and parents. |
| **School policies and planning**  | * To implement all relevant federation and school policies.
* To contribute to the Team Improvement Plan for English and its implementation.
* To contribute to the implementation of the School Improvement Plan.
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| **Curriculum planning** | * To produce high quality lesson plans with supporting resources for own classes.
* To share planning and resources with other colleagues.
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| **Assessment** | * To share model answers with students so they can assess their own and the work of their peers so they know what they need to do to improve.
* To provide students with feedback to their milestone assessments so they know what they need to do to improve.
* To maintain appropriate paper based and electronic records on SIMS.
* To track student progress and use information to inform teaching and learning and the development of the curriculum.
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| **Teaching and learning** | * To consistently deliver high quality teaching and learning experiences that lead to high levels of progress, learner interest and enjoyment.
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| **Communication** | * To ensure effective communication with parents of students.
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| **Marketing and liaison** | * To contribute to marketing activities and help to promote the federation of schools.
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| **Pastoral system** | * To register students in a tutor group, encourage their full attendance and their full participation in all aspects of school life.
* To monitor attendance, achievement and behaviour and support its development for students in a tutor group.
* To deliver PSHEE during tutor time.
* To communicate with parents and people concerned with the welfare of students.
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| **Safeguarding and equal opportunities** | * To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To be aware of, support and ensure equal opportunities for all.
* To contribute to the overall ethos, work and aims of the school.
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| **Additional duties** | * To play a full part in the life of the school community, to support its vision, mission and ethos and to encourage staff and students to follow this example.
* To undertake any other duty as specified in the STRB not mentioned above.
* Every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
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| This job description is current at the date shown below, but in consultation with you, may be changed by the Executive Headteacher to reflect changes to job or school priorities, commensurate with the grade and job title. |

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Line Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**