



NEWSTEAD WOOD SCHOOL - JOB DESCRIPTION

JOB TITLE:	Teacher of English
HOURS:	Full Time
LINE MANAGER:	Head of English
SALARY:	PT/EPT (Enhanced United Learning pay scales)
START DATE:	ASAP

MAIN PURPOSE OF THE JOB:

1. Ensure all school safeguarding procedures are adhered to.
2. To plan and teach English across key stages 3 to 5 and challenge students to achieve at the very highest level.
3. Be an enthusiastic advocate for English and its role in education.
4. Develop strong, collaborative relationships within the English department.

RESPONSIBILITIES AND DUTIES:

- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Developing positive and courteous relations with students, parent and colleagues.
- Ensure that schemes of work are followed, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Keep up to date with developments in English and education in general to ensure that best practice is adopted within the department.
- Monitor students' work to ensure high standards are maintained and identify any specific learning needs.
- Ensure that individual pupil progress is regularly assessed, recorded and used to inform future teaching.
- Feeding back to students and parents on progress, giving clear guidance for improvement, in accordance to the school's procedures.
- Promote English within the school to encourage students' interest.
- To undertake any other duties as may be reasonably required by the Head of Department or Headteacher.

The job description may be reviewed at the end of the Academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Please sign both copies of this job description, retaining one and returning the other to the Headteacher.

Signed Date