

Reigate School

Job Profile

Post: **Subject Teacher of English/ Form Tutor**

Job context:

This job profile recognises the requirements of the current Pay and Conditions documents and reflects the vision, aims and policies established by the governors of the school.

Line managed by: Head of Department and Head of Year

Job purpose:

To carry out the duties of the School Teacher as set out in the current School Teachers' Pay and Conditions Document.

To help students realise their social, academic and personal potential.

Key accountabilities:

To contribute to the development and implementation of whole school policies, activities and special events.

Key Tasks:

1. To prepare and teach effectively schemes of work which are consistent with departmental, year policy and national curriculum requirements.
2. To support students with SEND provision and Pupil Premium through quality first teaching and targeted intervention.
3. To maintain comprehensive records of student progress and assessment.
4. To follow the school and national requirements for reporting to parents on student progress.
5. To contribute to the development and day to day running of the department or year group.
6. To register students and follow up issues of attendance and pastoral care.
7. To monitor student planners regarding independent study.

Reigate School is committed to safeguarding and promoting the welfare of children. An enhanced DBS check will be required.

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Person Specification

Post: **Subject Teacher of English**

Qualifications and Experience

Essential:

- Qualified Teacher of English
- ICT skills

Personal Qualities

- Desire to achieve excellent outcomes for students
- Being an inspirational role model to students and colleagues
- An ability to develop good working relationship with students and staff
- To have a thirst for knowledge and an enthusiasm for professional development
- Good organisational skills and effective standards for behaviour management marking and planning.