



## **TEACHER OF ENGLISH : English in KS3 and KS4**

### **JOB DESCRIPTION**

Responsible to –Director of English

#### **Purpose:**

- To deliver high quality teaching within a broad, balanced, relevant and differentiated curriculum in KS3 and KS4.
- To monitor and support the overall progress and development of pupils
- To facilitate and encourage a learning experience which provides all pupils with the opportunity to achieve their individual potential
- To raise standards of pupil attainment
- To support colleagues in developing a team approach to raising the quality of teaching and learning throughout school

#### **Strategic Planning:**

- To develop appropriate schemes of work
- To plan and prepare lessons according to the whole school format
- To assist the school's Leadership Team to ensure the variety of teaching and learning strategies complements the school's priorities and contributes to raising levels of pupil achievement and expectation

#### **Staff Development:**

- To take part in the school's development programme and to take an active responsibility for personal CPD
- To engage actively in the Performance Management Review process
- To be a team player, assisting and playing an active role within the team

#### **Quality Assurance:**

- To review methods of teaching and schemes of work
- To maintain appropriate pupil records and to provide accurate and up to date monitoring of pupil progress

#### **Management of Resources:**

- To co-operate with colleagues to ensure a sharing and efficient use of resources to the benefit of the school and pupils



#### Pastoral Role:

- To be a class tutor to an assigned group of pupils or contribute to the wider pastoral needs of pupils
- To promote the general progress and well-being of individual pupils and of the form group as a whole
- To register pupils, accompany them to assemblies and support their participation and adherence to the ethos of the school, reinforcing and upholding school policies
- To communicate as appropriate, with parents of pupils and with outside agencies concerned with the welfare of individual pupils
- To apply the school's behaviour management policy so that effective learning can take place
- To participate in supervision duties as required by the Headteacher
- To participate in appropriate meetings relevant to the above pastoral duties

#### Teaching:

- To teach pupils according to their individual educational needs as identified in the pupils' Education Health Care Plan, including the setting and marking of work carried out by pupils in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as required
- To undertake a designated programme of teaching
- To prepare and update teaching materials and make arrangements for the display of students' work.
- To use a variety of delivery methods which will stimulate, motivate and engage learners, appropriate to pupil needs and demands of the scheme of work and to evaluate the effectiveness of different teaching and learning styles
- To maintain discipline and a classroom environment conducive to good learning, and encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To consistently implement the school rewards system and the school's behaviour policy and procedures
- To mark, grade and give written/verbal and diagnostic feedback as required
- To provide, or contribute to, oral and written assessments, reports and parents' evenings
- To undertake teaching in other subjects and Key Stages, as agreed, to meet the needs of the school



Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive ethos and to be a positive role model in encouraging staff and pupils to follow this example
- To comply with school's Health and Safety Policy and understand risk assessments as appropriate
- To support the wider development of pupils and the school's commitment to enrichment as part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. To act as a professional role model and work effectively with others to raise attainment

Further Expectations of Teachers on the Upper Pay Spine:

- To demonstrate a high degree of sustained competence
- To actively contribute to and take responsibility for own teaching and learning skills and CPD
- To act as a professional role model and work effectively with others to raise attainment
- To make a significant contribution to the ethos/success of the school

The above responsibilities are subject to the general duties and responsibilities contained in the Conditions of Employment of School Teachers' document. It will be subject to negotiation, following appointment, and it may be modified or amended from time to time after full consultation with the post-holder.