**Job Description: English Teacher**

**Teaching Duties**

1. To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach the subject at Key Stage 3 and GCSE Level.
2. To plan teaching to achieve maximum progression in student learning
3. To establish and maintain a purposeful working atmosphere which supports and encourages excellent learning and progress.
4. To be able to deliver lessons that are engaging and allow all students, regardless of ability, to make excellent progress
5. To assess, record and report on student progress.
6. To set homework and mark effectively in line with school policies.
7. Attend and contribute to departmental and staff meetings as appropriate
8. To communicate and consult with parents of students as necessary to ensure the highest levels of attainment and progress for our students
9. To exploit opportunities to improve students’ literacy skills.
10. To manage behaviour in accordance with the school’s Behaviour Policy, ensuring that rewards and sanctions are used consistently as described within the policy
11. To carry out duties in accordance with published schedules
12. To participate in staff development opportunities and accept responsibility for own professional development.
13. To prepare students for examinations and participate in examination arrangements, including the delivery of intervention sessions
14. To carry out the role of form tutor as required.
15. To engage in extracurricular activities to support learning outside of the school day.
16. To take part in the delivery of revision sessions to students, where appropriate.

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.

*This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*