Position	Teacher of English
Responsible to	Head of Department
Hours	Full time permanent
Responsibility for	ensuring a consistently high standard of teaching and learning at KS3 and KS4

Strategic Planning/Development
- To contribute to and support the development and implementation of the purpose, values, aims and strategic direction of the school.
- To contribute to the development of the appropriate curriculum, resources, schemes of work, assessment/progress, marking polices and teaching and learning strategies in the English department.
- To undertake a designated programme of teaching across all key stages.

Curriculum Provision and Development
- To contribute where appropriate to curriculum development.
- Keep up to date with developments in teaching practice and methodology in general and in the curriculum area of English.

Student Development and Progress
- To assist in the evaluation, monitoring and support of the progress of students within the department.
- Assist with assessment, recording and reporting on the attendance, behaviour, progress and performance of students, ensuring that appropriate action is taken and colleagues are kept informed in line with school procedures.
- To meet with students over whom there are concerns, contacting home and report as necessary to the appropriate member of staff.
- To act, if needed, as a personal tutor, carrying out the duties associated with that role in line with the school expectations.
- To assist in the implementation of the school's behaviour management policy and procedures.

Assessment and Progress
- Contribute to raising standards for all students and maintaining consistently high levels of attainment and achievement by motivating, inspiring, monitoring and assessing students' progress
- Assess and report on examination performance, as requested by examination bodies, curriculum areas and school procedures when required.

Communication and Liaison
- Ensure effective communication with parents/carers of students and other appropriate bodies.
- To represent the department effectively within and outside school.
- Develop and coordinate effective subject links with partner schools and the local community, including attendance at appropriate events if required.
- To promote the work of the department at appropriate school events.

We expect you to play a full part in the life of the school, to support its purpose, values, aims and ethos and to encourage staff and students to follow this example.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Colleagues will be expected to comply with any reasonable request from the headteacher to undertake work of a similar level that is not specified in this job description.