Job Description

Title: Teacher of English

Salary: Teacher's Pay Scale

Responsible to: Head of English Faculty

Framework: To work within the framework of teachers' pay and conditions, current legislation and the policies of the school.

Duties as a Classroom Teacher

- teaching in an agreed curriculum area;
- planning structured lessons that meet the needs of individual students;
- teach at a standard at least in line with career expectations;
- sharing plans and teaching resources with colleagues;
- maintaining records, marking and assessment of students' work according to school and departmental policies, external examination and national curriculum requirements;
- reporting on students as required by the school policy and national curriculum requirements;
- using school procedures to maintain your teaching area/s to a standard that motivates students and meets health and safety requirements;
- following safe working practices in all your teaching and duty situations;
- supporting the tutorial system as required.

Key Tasks

- To be responsible to the subject leader for teaching duties within the designated curriculum area.

- To work in accordance with the school's Curriculum Policy Statement and the aims and objectives of the English faculty.

- To be able to teach English (Language and Literature) at both Key Stages Four and Five, responding to departmental policy, National Curriculum guidelines and examination syllabi.

- To liaise with other members of the department in the delivery of English, undertaking a fair and equitable share of the work by helping to develop and prepare teaching materials for use within the department and cross-curricular themes as required.

- To maintain records, marking and assessment of students' work according to the departmental assessment policy, National Curriculum requirements and the course requirements.

- To monitor progress of students and report to parents in line with school procedures for recording and reporting.

- To set and mark homework as indicated by the department and school homework timetable in accordance with the departmental homework policy.

- To contribute to the organisation of displays of work within the school, and in particular to be responsible for provision of a motivating learning environment in an identified area of the department.

- To follow school procedures for maintaining the standards of furniture, fittings and equipment in your teaching areas.

- To attend departmental meetings, general school meetings and Parents' meetings as appropriate.

- To be responsible for and follow adopted safe working practice in accordance with the latest Health and Safety regulations.

- To fulfil a role within the tutor system and actively support the work of the House Managers

- To participate in relevant INSET to enhance teaching effectiveness.

The post-holder will be expected to carry out other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a teacher.