

ROLE DESCRIPTION

Title of post: English Teacher/Tutor

Relationships:

- Responsible to Head of English/ Head of Year
- Works in conjunction with Faculties and Support Staff.

Purpose of post:

- To promote the best possible education for **all** learners.

Key tasks:

Note: 'task' implies a substantial use of time.

- Teaching.
- Joint resourcing of the Faculty
- Tutoring a group of students within a Year system and contributing to the Personal and Social Education programme.
- Carrying out assessment procedures required by the school and external bodies.
- Consulting with colleagues both formally and informally.
- Fulfilling administrative tasks efficiently and punctually.

Responsibilities:

- a) Have a secure knowledge and understanding of her/his specialist subject(s) and a detailed knowledge of National Curriculum and other statutory requirements.
- b) Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught. Set appropriate and demanding targets for learning, building on prior attainment.
- c) Identify students who have special educational needs, and know where to get help in order to give positive and targeted support.
- d) Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time. Use teaching methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- e) Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships; act to deal with inappropriate behaviour in the context of the behaviour policy of the school.
- f) Assess how well learning objectives have been achieved and use this to inform future teaching. Mark and monitor students' class and homework providing constructive oral and written feedback and setting targets for students' progress.
- g) Pastoral care of a tutor group.
- h) Registration of students in accordance with legal and school requirements.
- i) Reporting regularly and occasionally as circumstances may require.
- j) The care and best use of pastoral areas.
- k) Professional commitment to the whole life of the school including involvement in decision-making procedures and active care of the environment.
- l) Contributing to the school and faculty development plan and to the development and well-being of the school in any way that may be required by the Head.

- m) Taking responsibility for her/his own professional development. Understanding the need to keep up-to-date with developments on pedagogy and in the subjects they teach.
- n) Establish effective working relationships with colleagues and associate Staff.

Additional Responsibilities:

Additional responsibilities will be negotiated with the post-holder annually as part of his/her Performance Management Review, commensurate with his/her level of experience.

This role description is to be read in conjunction with the relevant section of the current edition of the School Teachers Pay and Conditions document, specifically the Framework of Professional Standards for Teachers.