

JOB DESCRIPTION

Dingwall Academy

Teacher of English

The department offers a full range of courses with progression from the Broad General Education through to National 4, National 5, Higher and Advanced Higher. The department also runs the Fresh Start Literacy programme as an intervention in S1 and S2. The school also offers Drama in S3 with progression currently offered via Eden Court Theatre.

The job description for teaching staff is in accordance with Schedule B (Circular SE/40) Conditions of Service Agreement.

Subject to the policies of the school and the Education Authority to perform such tasks as the Headteacher shall direct having reasonable regard to the overall workload related to the following categories.

- To prepare for and teach assigned classes.
- Assess, record and report on the work of the pupils.
- To maintain good order and discipline among pupils and to safeguard their health and safety.
- Prepare pupils for all examinations and assist with their administration.
- To participate in the development of whole school policies and departmental curricular work.
- To participate in the administrative arrangements of the department.
- To maintain monitoring and tracking information and follow up with learning conversations.
- To attend Parent Contact Evenings to advise pupils and parents on issues relating to their progress.
- Work in partnership with parents, support staff and other professionals as required.
- Undertake appropriate and agreed continuing professional development.
- To engage with self-evaluation and school improvement .
- To contribute to the professional development of probationary and student teachers in the department.