



ST PETER'S SCHOOL HUNTINGDON JOB DESCRIPTION

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

POST TITLE	Teacher of English
SALARY POINT	Main/Upper Pay Range
RESPONSIBLE TO	Head of Department
PERFORMANCE MANAGEMENT	By the Team Leader allocated in the performance management arrangements published at the beginning of each academic year.
PURPOSE OF JOB	To carry out the duties of a School Teacher as set out in the current edition of the School Teachers' Pay and Conditions Document.

RESPONSIBILITIES

1. Teaching students as assigned in the school timetable.

This will include:

- Planning and preparing courses and lessons, taking into account the educational needs of students.
- Setting and marking class work and homework.
- Assessing, Recording and Reporting on the development, progress and attainment of students.
- Implementing the school's Behaviour Policy in lessons to ensure good order and discipline and the maintenance of health and safety.
- Participating in arrangements for preparing students for public examinations, including the preparation, recording and submission of assessments.
- Teaching in the Personal Development programme under the direction of the Co-ordinators of Personal Development and Life Skills

2. Providing support for individual students and groups.

This will include:

- Acting in the role of Group Tutor or Associate Tutor under the direction of the Directors of Learning.
- Promoting the general progress and well being of individual students and of any assigned class or group of students.
- Providing guidance and advice to students on educational and social matters and on their further education and career.
- Preparing and contributing to oral and written assessments, reports and references relating to individual students or groups of students.
- Communicating and consulting with parents of students, including attendance at parents' meetings.
- Participating in meetings called by external agencies for the purpose of supporting students.

3. Contributing to the work of the subject department.

This will include:

- Attending departmental meetings.
- Contributing to the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and students support arrangements.
- Participating in the sharing of good practice both within and between departments.

4. Contributing to whole school development.

This will include:

- Attending and participating in school management meetings as required, including full staff meetings and consultation groups.
- Participating in the development of whole school policies.

5 Participating in performance management and professional development activities.

This will include:

- Participating in the school induction arrangements for new staff, including those applying to a newly qualified teacher.
- Participating in the school's arrangements for performance management.
- Participating in arrangements for further training and professional development, including attendance at professional training days.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be reviewed periodically in the light of changing needs and circumstances. The Head Teacher or the post holder may initiate a review. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make changes following consultation.