**Teacher of English**

**Purpose of Job:**

To teach across Key Stage 3.

To prepare children for the competitive 11+ and 13+ Common Entrance Examinations.

To be responsible and accountable for securing the highest standards of pupil achievement across the school, specific to your subject, through effective monitoring, evaluation and review of learning progress and teaching outcomes and setting targets for improvement.

**Exercise of Particular Duties**

The conditions of employment of teachers, taken from the GEMS Teachers’ Terms and Conditions, specifies the professional duties required to be carried out by all teachers. An employee’s contract refers to the terms and conditions specific to the role allocated within the GEMS group. In addition, “a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to them by the Headmaster from time to time, such particular duties as may reasonably be assigned to them”.

**PROFESSIONAL DUTIES:**

The GEMS Teachers’ Terms and Conditions document specifies the general duties of a class teacher. These include:

**KEY RESPONSIBILITIES:**

**Teaching**

 Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and

 Pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events

 Planning, preparing and assessing lessons in line with school policies and schemes of work

 Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets

 Promote the inclusion and acceptance of all children within the classroom ensuring optimal access to lessons and their content, to meet the teacher’s standards

 Setting of work for pupils who may not be able to attend school, in agreement with the Headmaster

 Marking work and providing feedback (including for Homework activities in accordance with the school’s Homework Policy) to pupils and parents in line with the School Marking and Feedback Policy

 Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policies

 Administering assessment tasks and tests in line with school policy

**Other Activities**

 To promote the positive ethos and culture of the school to other staff, external agencies, parents, children and members of the wider community

 Contribute to and support the overall ethos/work/aims of the school

 Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headmaster or designated member of staff

To report to the Phase leader and be accountable for the performance of your class and keep up to date records of any meetings/actions/outcomes from the meetings, copies made available, upon request, to the Headmaster and Phase leader

 To take responsibility for understanding the part that one plays in the progress of the School Improvement Plan and contributing to it accordingly

 Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop

 To promote the general progress and well-being of individual pupils throughout the school, in line with the Every Child Matters Document

 To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Principal

 Keep records and make reports on the personal and social needs of pupils

 Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above

 To inform the Headmaster immediately of any concerns regarding a pupils welfare

To communicate and consult with parents of pupils in a timely manner

 To support school events as and when required.

 To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy

 To safeguard every pupil’s health, safety and well-being in line with school policies

 To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements

 To provide reports to parents, pupils, external parties and the Leadership Team with regard to the progress of whole school initiative where appropriate

 To lead assemblies and to attend assemblies, when requested by the Headmaster

 To register pupils at designated times of the day

 To supervise pupils throughout the school during playtimes/lunchtimes and at any other times requested by the Leadership Team

 You may be required to perform other tasks as and when requested by your line manager

**Classroom Management**

 To plan, organise and manage the work of the Teaching Assistant assigned to the class, in order to have a positive impact on pupil progress

 To liaise with the Head of Inclusion to contribute to the planning and organising of the work of an LSA, in order to have a positive impact on pupil progress

 To ensure that the Teaching Assistant assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner

**Training and Development**

 Review and evaluate the teaching methods and schemes of work

 Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge

 To participate in performance management reviews in line with school policy

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.