The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Teacher of English** |
| **Reporting to** | **Head of English** |
| **Main purpose of job** | The post holder will be expected to deliver English and literacy to pupils across the ability range at both Key Stage 3 and Key Stage 4.  |
| **Key responsibilities:** |
| * To plan teaching to achieve progression in pupils’ leaning
* To set high expectations for pupils’ behaviour, establishing and maintaining an excellent standard of discipline through well focused teaching and through positive and productive relationships
* To use a variety of teaching methods which sustain the momentum of pupils’ work and keep all pupils engaged
* To deliver engaging English lessons up to GCSE level for pupils at Key Stage 3 and 4
* To make effective use of assessment information to inform planning and maximise learner progress
* To mark and monitor pupils’ classwork and homework, providing constructive oral and written feedback and setting appropriate targets to maximise pupils’ progress
* To support the development and evaluation of schemes of work across all Key Stages
* To keep accurate and current records
* To be familiar with the statutory assessment and reporting requirements and to know how to prepare and present information reports to parents
* To evaluate their own teaching critically and use this to improve their effectiveness
* To attend and contribute fully to meetings, parents evenings and other events as required
* To contribute to activities, initiatives and strategies identified in the Department Improvement Plan
* To contribute to the planning and delivery of wider curricular activities
* To carry out the role and responsibilities of a form tutor
* To deliver the Academy’s Personal Development Curriculum and Personal, Social, Health Education Programme
* To play a full part in the life of the school and Trust community
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| **All employees have the responsibility to:** |
| * To ensure any documentation produced is to a high standard and is in line with the brand style
* To be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* To participate in training and other learning activities as required
* To participate in the Academy’s Appraisal process
* To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* To promote the area of responsibility within the academy and beyond
* To represent the academy at events as appropriate
* To support and promote the academy ethos
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post
* To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher
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All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Appraisal process and is subject to modification and amendment at any time after consultation with the post holder

Should the successful applicant be a Newly Qualified Teacher, the appointment, in the first instance, would be for a period of 1 year with a review on successful completion of NQT year.