

Job Description –Teacher of English

Job Title: Teacher of English
Responsible to: The Head of English
Responsible for: Teaching English to a designated timetable from KS3-KS5
Overall Purpose of the job: To play a key role in the delivery of the English curriculum.

Particular duties	Main activities attributable to these duties
Teaching	<ul style="list-style-type: none"> • Teaching English at KS3, GCSE, AS and A2 levels • Ensure coverage of SoW with continuity and progression. • Ensure that your students are aware of the aims and objectives of the subject matter, and of the teaching and learning sequences • Be responsible for your own standards of work in English. This will involve self-evaluation of your planning, preparation, teaching and assessment of work within an agreed departmental policy including the regular setting and marking of homework. • To regularly assess using both formative and summative strategies • Establishing clear targets for your students in line with whole school policies • Ensure student discipline within your classes • Ensure there is an effective and stimulating environment for the teaching and learning of the subject in your classes • Ensuring that there is a safe working and learning environment in which risks are properly assessed • To undertake an appropriate teaching load of about 21 hours per week (inc. form time). • To help plan and deliver courses of study that are in keeping with the department's policies in terms of content and methodology. • ABOVE ALL teach so that your students enjoy the subject and can reach their Potential
Professional Development	<ul style="list-style-type: none"> • To keep a professional portfolio up to date • To participate actively in professional development to meet both school and individual needs. • To keep up to date with recent curriculum developments in your subject area.
Supervision	<ul style="list-style-type: none"> • To cover for absent colleagues. • To invigilate as and when required during examinations.
Special Needs	<ul style="list-style-type: none"> • To be aware of information from and act on recommendations from the Special Needs dept. regarding pupils that you teach.
Reporting	<ul style="list-style-type: none"> • Write quality subject reports for your students according to the school assessment timetable • Fulfill all administrative tasks to deadlines
Resources	<ul style="list-style-type: none"> • Assist the HoD in establishing staff and resource needs for the subject. • Monitor use of resources, ensuring that they are utilised effectively.
Meetings	<ul style="list-style-type: none"> • To attend meetings of the English Department. • To attend whole school meetings. • To attend parent and other meetings.
Examinations	<ul style="list-style-type: none"> • To ensure that all deadlines are met regarding exam entries for pupils whom you teach. • Carry out any practical examinations or course work required for courses that you are teaching. • Help oversee the preparation and organization of internal examinations • Help in the organisation and administration of external examinations that are subject specific, e.g. coursework, moderation, exam entries and predicted grades
Extra-curricular activities	<ul style="list-style-type: none"> • To take an active part in the extra-curricular activities of the school for at least two afternoons a week.
Pastoral	<ul style="list-style-type: none"> • To be a form tutor and ensure coverage of the form tutor role description