Oakwood Park Grammar School

Job Title: Teacher of English

Accountable to: Subject Leader English

Job Purpose:
To contribute to raising standards of student achievement in English by teaching a timetable of lessons and supporting the subject leader in the achievement of whole school and department goals as stated in the department's strategic plan.

Key Responsibilities

Teaching

- To have high expectations of all students and ensure that they are stretched and challenged.
- To use effective teaching and learning strategies to promote student-led learning and develop independent, resilient and confident English students.
- To assess, record and report on the attainment, attendance and progress of students.
- To be aware of the needs of all students and groups and to make provision for this in lesson planning.
- To provide or contribute to oral and written assessments, reports and references relating to individual or groups of students.
- To prepare and update subject resources.
- To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work.
- To assess students' work in line with school policies and procedures, with reference to student performance targets.

Curriculum Provision & Development

- To assist the Subject Leader in the development of appropriate syllabuses, resources, schemes of work and teaching strategies.
- To contribute to the development and implementation of the subject's strategic plan.
- To plan and prepare courses and lessons.
- To attend and contribute to subject meetings.
- To contribute towards the planning and implementation of Enrichment days.

Monitoring & Evaluation

- To use external and internal data to assess student performance and to develop appropriate courses of action.
- To regularly review teaching methods.
- To produce termly effort and attainment monitoring grades for all students taught.

Pastoral

- To be a form tutor to an assigned group of students.
- To liaise with a Directors of Study in implementing the school's pastoral policies.
- To register students and mentor them during assembly time.
- To enable, encourage and support a form's participation in the Student Voice.
- To support the House system and the participation of students in House activities.
- To communicate with parents and outside bodies as appropriate.
- To attend form tutor meetings.

Other Responsibilities

- To participate in the school's CPD programme.
- To continue personal development in relevant areas, especially subject knowledge and teaching methods
- To engage actively with the school's performance management programme.
- Where appropriate, ensure the effective deployment of classroom support.
- To work as a member of a team, positively contributing to effective working relations within the school.
- To communicate, where necessary with parents and external bodies, following school policies.
- To attend Open Evenings, Parents' Evenings and Presentation Evenings.
- To attend staff morning briefing, unless on duty.
- To report to the school's Fire, Health & Safety Officer Fire, Health & Safety issues undertaking risk assessments where necessary.
- To undertake appropriate supervision of pupils before school and at break.

All teaching staff are responsible for promoting and safeguarding the welfare of students they are responsible for or with whom they come into contact

This post is subject to a satisfactory Enhanced DBS Check.