**Job Description**

Job Title: English Language and Literature Teacher

Reporting to: Head of English

Liaising with: Head of Secondary, AHTL Secondary, DHCA Secondary

Salary: Main Scale Point

Job Purpose: To teach English at Key Stage 3, IGCSE and IB Level.

**Main responsibilities**

* Planning, preparation and delivery of English lessons.
* Assessing, recording and reporting on the development, progress, attainment and behaviour of students.
* Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students.
* Contributing to the development of the English curriculum.
* Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of the students are met.
* Participating in continuing professional development (CPD) opportunities, and taking part in action research exercises.
* Participating in Secondary, faculty or other meetings related to the school curriculum or pastoral care.
* Adopting and working towards the implementation of the departmental and school development plans.

 **Important Notes**

* The job description will be reviewed and will be subject to amendment in consultation with the postholder.
* The postholder will follow school policies and procedures; especially in terms of inclusion and safeguarding.
* The postholder will carry out any other appropriate duties as requested by the Head Teacher.

**Person Specification**

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| **Qualifications** | **Essential** | **Desirable** |
| Educated to degree level |  |  |
| Qualified Teacher status |  |  |
| **Experience** |  |
| Minimum of 2 years’ experience in a professional field |  |  |
| **Professional Knowledge and Understanding** |  |
| Must have a sound knowledge of the teaching of English language and literature. |  |  |
| Understand English curricular demands at Key Stage 3, IGCSE and IB. |  |  |
| **Professional Skills and Abilities** |  |
| Effective communication and interpersonal skills |  |  |
| Organisational and planning skills |  |  |
| **Personal Qualities** |  |
| Flexible and adaptable in approach to different situations |  |  |
| Able to manage own workload effectively |  |  |
| Personal commitment to own professional development and lifelong learning |  |  |
| Open-minded, inclusive and tolerant towards others |  |  |
| Be well-motivated, have integrity and observe confidentiality |  |  |