

Job Description



INTRODUCTION

Job descriptions have been written to help produce an effective school. They are written statements of exactly what the jobs involve, what teachers are expected to do and the responsibilities involved in the jobs, thereby providing a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to perceive what the jobs are about.

They are not meant to be “static” or “exclusive”. The nature of the teaching profession means that flexibility is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

<p>JOB DESCRIPTION MPS TEACHER OF ENGLISH</p>
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RESPONSIBLE TO

Executive Head Teacher, Associate Head Teacher, Assistant Head Teacher, Subject Director

DUTIES

The Conditions of Employment of School Teachers (Schedule 3) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

MAIN ACTIVITIES TO THE PARTICULAR DUTIES:

- To teach English Language and Literature at KS3 and KS4.
- To teach additional lessons where required within the timetable allocated
- To supervise and so far as practicable teach any pupils where the teacher timetabled to take the class is not available to do so
- To provide cover for the lessons of other teachers as and when required.
- To contribute to other areas of the English curriculum as and when necessary.

- ❑ To create resources appropriate to the abilities of the students being taught.
- ❑ To contribute to the development of schemes of work, assessments, resources and displays.
- ❑ To keep up to date with marking and assessments.
- ❑ To keep an accurate teaching file.
- ❑ To attend meetings and events as required to fully support the department and school.
- ❑ To teach a mutually agreed timetable.
- ❑ To report back to parents in a variety of forms.
- ❑ To uphold department and school procedures, policies and plans.
- ❑ To take part in extra-curricular activities.
- ❑ To use a range of teaching and learning strategies.
- ❑ To incorporate ICT within lessons and personal documentation.
- ❑ To be responsible for a tutor group.
- ❑ To represent the department in cross-curricular working parties.
- ❑ To attend English Department and Year Team meetings.
- ❑ To accept additional mutually agreed responsibilities as part of the English team.
- ❑ To be a part of a duty team and undertake the responsibilities required.
- ❑ To attend relevant INSET courses and meetings with outside agencies.
- ❑ To actively uphold the school ethos.
- ❑ To take a professional approach to all aspects of the work.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.

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

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as

well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”

Note: The School is designated a no smoking workplace. There is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show.

AP/jh
Jan 2018