

## **JOB DESCRIPTION**

JOB TITLE Teacher of English

REPORTS TO Headteacher

### **JOB SUMMARY:**

The Teacher of English will be responsible for delivering high quality teaching, through planning engaging lessons to enable all students to make the best possible progress. The Teacher of English must be able to demonstrate excellent subject knowledge and communicate this in an enthusiastic and imaginative way. In addition, they will be expected to contribute to the routine and extra-curricular life of the school.

### **Roles and Responsibilities**

- Teach across all levels and abilities at GCSE and A level
- Develop, maintain and stimulate students' curiosity, interest and enjoyment in English
- Enable all students to have equal access to English and to experience success in their work
- Develop students' familiarity, competence and confidence with appropriate Mathematical concepts, principles, methods and vocabulary
- Provide challenge for every student and to encourage all students to achieve their potential in English
- Develop students' understanding and applications of English in its wider context
- Make a contribution to and engage in extra-curricular activities (e.g. school day trips)
- Share in school/departmental best practice
- Willingness to invest extra time to ensure students achieve the best standard
- Willingness to help out with departmental responsibilities

### **TEACHER - GENERIC DUTIES AND RESPONSIBILITIES**

Below sets out the generic main duties and responsibilities of any teacher at Edith Kay School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Edith Kay Independent School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their students and the school.

### **Teaching and Learning**

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire students.
- Encourage students and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of student's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all students, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of LDD students.
- Research new topic areas and maintain up-to-date subject knowledge.

- Undertake report writing and the award of internal grades as required.

#### **Pastoral**

- Ensure that they are familiar with the school's health and safety guidance and be responsible of their own health and safety and that of their students.
- Manage student behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the students, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the students' Code of Conduct.

#### **Other Professional Duties**

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by Headteacher or Senior Teachers, punctually and efficiently.
- Attend staff debrief meetings, Inset sessions and similar important functions both in
- Notify the Headteacher as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of the Headteacher
- Take part in the school's performance management scheme and appraisal
- Edith Kay Independent School is committed to safeguarding and promoting the welfare of children.

#### **Appointment to this position**

- requires an enhanced DBS disclosure.

#### **SAFEGUARDING:**

The postholder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for or come into contact with.

#### **EDITH KAY INDEPENDENT SCHOOL'S POLICY AND PROCEDURE**

The postholder is required to actively follow and abide by all Edith Kay School policies and procedures including Equal

Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If, during the course of time, the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the Headteacher