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| **CLASSROOM TEACHER JOB DESCRIPTION** |

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| **POSITION** | English Teacher | **REPORTING TO:** | **Head of Department** |
| **DEPARTMENT** |  | | |
| **HOURS PER ANNUM** | As per Contract | **HOURS PER WEEK** | **As Per STPCD** |

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| **JOB PURPOSE** |
| * Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the School Teachers’ Pay and Conditions Document. * Raise standards of student attainment and achievement within your subject area, monitor, and support student progress. |

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| **MAIN DUTIES AND RESPONSIBILITIES** |
| **Teaching:**   * Prepare and deliver good or outstanding lessons * Plan teaching with due regard to the School’s underlining pedagogy   **Ensure the Productive Delivery of the Curriculum by:**   * the implementation of the School Curriculum Policies * effectively teaching Key Stages 3 & 4 * developing and delivering appropriate ‘Schemes of Work’ * providing for all abilities appropriately differentiated work * setting Homework in support of the ‘Schemes of Work’ * promoting and enhancing the curriculum by contributing to extra-curricular activities * actively promoting our Ethos and our Mission Statement of the school   **Be an effective Pastoral Tutor by:**   * focusing on supporting the development of tutees as effective learners with due regard to the tracking of their progress and the removal of any obstacles to learning (e.g. poor behaviour) * regularly checking uniform, planners etc. * ensuring the Tutor Groups’ involvement in assemblies * setting and reviewing targets with tutees * actively forming relationships with parent/carers of all tutees   **Attendance, Registration & Uniform:**   * Monitor absences in consultation with students, parent/carers and their Head of Year * Compliance with the uniform policy, including confiscated articles * Ensure the tutor group receives all the information provided and that parent/carers receive relevant correspondence * Ensure confiscated jewellery and items are stored in the school safe to await collection   **Welfare of Students:**   * Support ‘Every Child Matters’ (ECM) by seeking to promote the student’s enjoyment of school, their safety and welfare in and out of school, their choice of a healthy lifestyle, their participation in school based activities and their understanding of life beyond school * Responsible for safeguarding students at the school   **Further the School Vision by:**   * supporting the whole School Improvement Plan * promote the School as a community * supporting the Head of Department by continuous self-evaluation and by adopting a positive, collaborative and understanding attitude with colleagues   **Manage Resources by:**   * appropriately managing allocated students * developing and producing suitable teaching resources * maintaining an attractive classroom environment * keeping an accurate inventory of all books issued to students * ensuring all books issued to students are collected in and accounted for   **Manage Quality Assurance by:**   * effectively marking and monitoring students work * carrying out regular assessments - completing appropriate proforma/reports * assisting in moderation   **Ensure Effective Professional Development by:**   * taking a full and active part in the school’s Continuing Professional Development Programme * attending relevant courses in support of the CPD * seeking advice from experienced colleagues   **Additional Responsibilities:**   * Any changeable responsibilities will be highlighted separately |

The duties and responsibilities of this post cover a wide range. If less than the full responsibilities apply this will be reflected in the grade allocated within the range available.