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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
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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.