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**Cumnor House School for Boys**

**Job Description**

**Post held**: English teacher

**Responsible to**: Assistant Head, Deputy Head and Headmaster

**Liaises with**: Assistant Head and Head of Upper School

**Main purpose of job**:

To teach KS2/KS3 English and take on the role of form tutor. The successful candidate will work closely with the relevant Head of Department for the subjects they teach. There is also an expectation to support the delivery of drama productions in the Prep School. The post holder will adhere to the descriptions outlined in the ‘General Teaching Duties’ and ‘The Role of the Form Tutor’ documents also attached.

**DUTIES AND RESPONSIBILITIES**

**Support for pupils**:

To teach and deliver an inspiring, challenging and balanced curriculum

To assess, record and report on the development, progress and attainment of pupils

To maintain good standards of behaviour amongst students, both when they are on School premises and when they are engaged in authorised School activities elsewhere

To act as a Form Tutor and to promote excellent pastoral care

Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times

**Support for teachers**:

To liaise with the relevant Head of Department for each subject to ensure a coherent programme of study for pupils

To participate in the development of the department and contribute to the departmental and overall School aims and objectives

To maintain appropriate records and provide relevant and accurate data for information systems to ensure that all records are up-to-date

**Administrative:**

Prepare and present displays of children’s work as required

To prepare and produce reports for individual pupils

To plan, with colleagues, for all lessons and review and evaluate own teaching

**Support for the school:**

Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

Contribute to the overall ethos/work/aims of the school

Appreciate and support the roles of other professionals

Attend and participate in relevant meetings as required

Where appropriate develop a relationship to foster links between home and school

Liaise, advise and consult with other members of the team supporting the children as appropriate

Contribute to reviews of children’s progress as appropriate

Set a good example in terms of dress, punctuality and attendance

Undertake other duties from time to time as required by the Head of Lower School, Assistant Head, Deputy Head and Headmaster

**Arrangements for appraisal of performance**

The role of English teacher will be monitored through the school’s Performance Management Programme.

*The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times.  If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_