

## **JOB DESCRIPTION FOR AN ENGLISH TEACHER (MPS)**

**RESPONSIBLE TO:**            **Governors / Head Teacher / Hub Leader**

### **PRINCIPAL RESPONSIBILITIES**

#### **Curriculum and assessment**

- to enable all students to achieve their full potential by developing in them relevant skills, competencies, attitudes, concepts and knowledge
- to help students to acquire confidence and gain self-esteem
- to establish clear aims and objectives in all lessons and to ensure a full range of teaching styles is used with students
- to use appropriate examination syllabi to create schemes of work and plan lessons, differentiating where appropriate
- to use the appropriate assessment criteria to assess pupil work regularly and keep the necessary electronic records
- to continue to keep abreast of developments in teaching, incorporating new ideas and undertaking development work under the direction of the Hub Leader.

#### **Pastoral Care**

- to work as required as a form tutor, taking responsibility for the academic, general welfare and progression of a group of students
- to take responsibility to safeguard and promote the welfare of children and young people.

#### **Management and leadership**

- to utilise the college behaviour code in lessons to monitor and improve student conduct
- to participate in the college professional development cycle by setting targets and reviewing progress throughout the year.

#### **Resources**

- to monitor and oversee the upkeep of your teaching room, including displays, to enhance the positive learning environment.

## **Liaison and collaboration**

- to work with other members of the Faculty in developing the teaching and learning of the whole college
- to work collaboratively with other staff to produce schemes of work, resources and other materials as appropriate
- to take part in staff activities which aid communication and development, e.g. meetings, development planning, appraisal, INSET etc.
- to take a share in the responsibility for the environment of the school and in general supervisory duties
- to liaise with Faculty Learning Support with respect to your lessons to ensure all pupils are receiving a good education
- to liaise with other members of staff as required, including SEN, MEA, form tutors, Achievement Co-ordinators.

This job description is not necessarily a comprehensive definition of the post or statement of procedures and tasks, but sets out the main expectations of the post holder's professional responsibilities and duties. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time by the Head Teacher after consultation with the holder of the post.

### Conduct

Staff are required to wear business dress and be professionally presented.

### Health and Safety

So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are identified in the college's Health and Safety Policy.

### Equal Opportunities

Employees must adhere to the council's equal opportunities policies and ensure anti-discriminatory practice within the service area.

### Child Protection

Employees must have due regard for safeguarding and promoting the welfare of children and young people and follow the child protection procedures adopted by the college/authority.

Signed ..... Date .....

Name .....