

Kenton College Preparatory School



Headteacher: **Sally Weston**, M (Prof), MSc, BSc (Hons)

TEACHER OF ENGLISH

Kenton College is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. It is compulsory for all members of staff to familiarise themselves with the following, first, among all other relevant policies:

Safeguarding/Child Protection; Staff Code of Conduct; Whistleblowing; Prevent Duty; Equal Opportunities.

English teachers are responsible to the Head of Department, Deputy Head Academic and the Headteacher.

The duties and responsibilities include:

1. Teaching English to Years 5, 6, 7, 8 as allocated by the Headteacher and Deputy Head Academic
2. Preparation of pupils for ISEB Common Entrance and scholarship examinations.
3. Preparing children for ISEB pre-tests.
4. Possessing up-to-date knowledge of the English curriculum for Key Stages 2 and 3.
5. Keeping abreast of innovative, engaging and best practice pedagogical methods.
6. Planning and preparing lessons, resources and activities.
7. Preparing schemes of work in conjunction with the Head of English.
8. Using assessment data to inform teaching and learning.
9. Demonstrating a confident understanding of the use of ICT as a learning tool.
10. Marking work regularly and providing meaningful and motivational feedback, in line with the School Feedback Policy.
11. Possessing excellent subject knowledge, as well as exceptional verbal and written communication skills.
12. Helping to organise events such as Debates, Poetry Competitions and World Book Day.
13. Attending CPD and INSET training as required
14. Attending departmental meetings, pupil support meetings and parents' consultations.
15. Playing an active role in the life of the school, for example by assisting in pastoral and supervisory duties.
16. Undertaking calendared Parent Teacher Consultations and writing reports twice a year.

This job description is not a comprehensive statement of procedures and tasks but sets out the main duties and responsibilities of the job and the expectations of the school in relation to the post holder's professional responsibilities and duties.

However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

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