

Alderton Hill, Loughton, Essex IG10 3JA
t: 020 8508 1173 (no fax available)
e: office@rodingvalley.net www.rodingvalley.net

Head of School: Mrs S Jenner

Executive Headteacher: Mr P Banks



Roding Valley
HIGH SCHOOL

Post: Teacher of English
Responsible to: Head of Faculty
Responsible for: Delivery of specialist subject/s to assigned classes
Grade/Pay Range: MPS/UPS

Job Description

Teaching Duties

1. To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach English Language and Literature at Key Stage 3 and GCSE and English Literature at A Level.
2. To plan teaching to achieve progression in pupils' learning.
3. To establish and maintain a purposeful working atmosphere which supports and encourages learning and progress.
4. To be able to deliver lessons that are engaging and allow all students, regardless of ability, to make the required progress.
5. To assess, record and report on pupils' progress.
6. To set homework and mark effectively in line with school policies.
7. Attend and contribute to departmental, faculty and staff meetings as appropriate.
8. To communicate and consult with parents of students as necessary.
9. To exploit opportunities to improve basic literacy, numeracy and ICT skills.
10. To participate in staff development opportunities and accept responsibility for own professional development.
11. To prepare students for examinations and participate in examination arrangements.
12. To contribute to and, where appropriate, develop Programmes of Study in English Language and Literature.

13. To cover classes whose teacher is not available as and when required in line with the school's 'Rarely Cover' Policy.
14. To carry out the role of form tutor as required.
15. To engage in extracurricular activities to support learning outside of the school day.

The Conditions for Employment of Schoolteachers (schedule 3) specify the general professional duties of teachers. These duties may be varied to meet the changing demands of the school at the reasonable discretion of the headteacher. This job description does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.