



## **Job Description**

**Post:** English Teacher

**Responsible to:** Head of Department

**Responsible for:** Providing teaching and learning within the School and to carry out other associated duties as are reasonably assigned by the Management.

**Duties:** The duties outlined in this job description may be modified at a later date by the Principal, with the job holder's agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Teaching and Learning**

Plan and prepare work for the children in accordance with School Policies and Schemes of Work, appropriate to the needs, interests, experience and existing knowledge of the pupils in the class.

Teach a class, or classes, sets, groups or individual pupils, and set tasks to be undertaken both at school and elsewhere.

Mark and assess pupils' work, and record their development, progress and attainment, both at school and elsewhere having regard to the requirements of the school and to inform future planning and to ensure differentiation.

Set and mark homework according to the homework policy.

Together with Head of Department set targets for pupil attainment levels.

Raise and maintain children's self-esteem by praise and encouragement.

Maintain an attractive and stimulating interactive learning environment, and contribute to displays in the school as a whole.

Maintain good order, behaviour and respect for others. Promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between children conducive to optimum learning.

Liaise with the language and learning support staff regarding special programmes for students with recognized learning and language issues and to report back on the effectiveness of the programmes.

Supervise, and so far as practicable teach, any pupils whose teacher is absent.

### **Communication**

Build and maintain co-operative relationships with parents, and communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

Provide and/or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils, having regard to the requirements and expectations of the school.

Attend parental consultation evenings as required.

Make recommendations to the Management in relation to the allocation of pupils to sets as and if required.

Attend and contribute to all planning meetings, staff meetings and briefings.

### **Other Duties**

Support the aims and ethos of the school as outlined in the Vision and Mission Statements.

Take part in whole-school reviews of policy and aims and in the revision of formulation of guidelines.

Evaluate and review own teaching methods, materials and schemes of work and make changes as appropriate. Keep-up-to-date with current educational thinking and practice both by study and by attendance at courses, workshops and meetings and participate in arrangements for appraisal of staff performance.

Take part in the admissions procedure for new students as and if required.

Play a full and active part in the life of the school by attending assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.

Participate in school activity sessions and encourage student participation.

Arrange and attend outings. Attend such school events as are reasonably requested; including prize ceremonies, school festivals etc. and encourage student participation in these events.

Perform playground duty and other duties as assigned in the duty rota.

Set a good example in terms of dress, punctuality and attendance and by completing administrative tasks accurately and efficiently.

Respect and care for resources and contribute to the recommendations for ordering new resources.

Carry out any other duties that may from time to time reasonably be assigned by your line Manager or the Management Team.