

Post: **Teacher of English job description**

Responsible to: **Head of Department**

**General responsibilities:**

1. Set high expectations, aspirations and standards in terms of:

* + Standards of teaching and learning.
  + Relationships with students, parents, colleagues and members of the community, engaging them all in the learning process.
  + Personal standards of conduct, appearance, punctuality and attendance.
  + Compliance with all school policies.

2. Promote the implementation of the school’s mission statement.

3. Promote a love of English through learning and appreciation.

4. Meet the Teacher Standards.

**Specific responsibilities:**

**Teaching and learning**

* Ensure that all teaching is well-planned, in line with the school’s Teaching and Learning policy
* Ensure that all teaching is sufficiently differentiated to provide an appropriate level of challenge for all learners.
* Ensure that all students know how their learning is progressing and what they need to do to achieve challenging targets.
* Ensure effective home learning takes place.
* Maintain high standards of student behaviour, ensuring all children feel safe.
* Where appropriate, use ICT devices and systems creatively to enhance and extend children’s learning experience within and beyond lessons.
* Teach KS3 and KS4 (GCSE) English.

**Attainment and progress**

* Ensure that students’ work is regularly assessed and marked, in line with the school’s Assessment and Marking Policy.
* Develop knowledge about the previous attainment of all students taught.
* Set appropriate challenging targets for students.
* Analyse and interpret data to regularly monitor the progress of individual students and significant groups of students. Review this data with the Head of Department.
* Celebrate success and implement appropriate intervention if targets are not being met.
* Prepare all students for appropriate internal or external exams.
* Report progress to parents in line with the school’s Assessment and Reporting policy.

**Curriculum**

* Contribute to developing stimulating schemes for learning to comply with the National Curriculum, which ultimately prepare students for external examinations.
* Learn about primary and tertiary programmes to enhance transition experiences for all learners.
* Ensure that programmes of study effectively deliver cross-curricular themes, such as literacy, numeracy, ICT, spirituality, Christian values, careers education, etc.
* Generate and develop students’ enthusiasm and interest in the subject by contributing to enrichment opportunities. These should include extra-curricular activities. Other opportunities could be provided through educational visits, visiting experts, virtual or actual partnership activities, etc.

**Other responsibilities**

* Be responsible for Health and Safety in own teaching spaces. Ensure that teaching spaces are safe and maintained to a high standard, providing a welcoming, stimulating learning environment.

**Events to attend:**

* Department meetings
* Planning meetings
* Staff meetings
* Parents’ meetings
* Open days and evenings
* Other school events and meetings as directed by the Headteacher

**The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher to include responsibilities commensurate with the salary and job title.**