

ENGLISH TEACHER

The Teacher shall carry out those responsibilities assigned by the Head as detailed below.

1. *Strategic*

Give input to the Head of Department in:

- Helping formulate and maintain the aims of the School;
- Establishing policies through which they shall be achieved;
- Creating a positive approach and instilling a culture of safeguarding in all School matters;
- Any statutory curriculum requirements;
- Attend INSET, staff meetings and staff briefings.

2. *Administration*

Ensure you:

- Co-operate with the Head of Department through liaising with staff, administering events and trips;
- Liaise with the Learning Enrichment (SEND) Department for the provision of AGT, EAL and SEND.

3. *Teaching and Learning*

Ensure you:

- Maintain and develop the quality and standards of teaching and learning in the Department through proper standards of professional performance at all times;
- Assist with the evaluation of standards and levels of achievement and tracking pupils' progress;
- Assist with providing evidence of data analysis on: target setting and benchmarking;
- Maintain a team-teaching culture within the Department in line with the whole School approach;
- Make full use of ICT and other technologies to enhance your teaching programmes.

4. *Delivery of the English Curriculum*

Ensure you:

- Provide planning with short, medium- and long-term plans and contribute to the Scheme of Work developing a curriculum for all abilities;
- Adhere to the requirements as laid out in the Department Handbook;

5. *Responsibility for the Welfare and Pastoral Care*

Liaising with the Head of Department:

- Promote the School's Safeguarding Policy throughout the Department;
- Liaise with the Deputy Head (for pastoral care) being fully aware of the needs of all pupils and through careful observation/communication, ensuring that all requirements are provided;
- Ensure that all children are well catered for, safe and supported by appropriate adults and that their environment is tailored to ensure their well-being;

6. *Relations with Parents*

- Make arrangements for parents to be given regular information about English, via the Department;
- Replying quickly and efficiently to any parental emails/telephone calls/letters;
- Being involved with the reporting arrangements for parents and Parent/Teacher consultations;
- Creating, marking, moderating and reporting on exams and tests as required.

7. Finance, Resources, Site and Buildings

- Work with the Head of Department to ensure the quality of resources is provided;
- Ensure the appropriate security/safety/state of repair of all areas under your jurisdiction.

8. Management

- Attend any meetings with the Head of Department or Senior Staff as directed;
- Ensure you receive new staff induction and if an NQT, undertake the ISTip process;
- Undertake registers and displays as directed by the Head of Department etc.;
- Carry out and be aware of existing, new and changing legislation (e.g. Health & Safety, Risk Assessments etc.).

9. Additional Expectations:

- To keep up to date with current educational thinking through books, journals and government publications;
- To attend courses and to disseminate to colleagues where necessary;
- Accept and take on any issues raised through the external inspection of the School including EYFS (ISI).

This Job Description is not intended to be all embracing and the post holder shall be required to carry out any reasonable requests by the Head for the betterment of the School, commensurate with training and experience.