



## Job Description

**Job Title:** Teacher of English

**Responsible to:** The Headteacher

**Purpose of Post:** To teach English in Years 7-11.

To secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils. To contribute to the development and maintenance of whole school strategy, policies and ethos.

### **Main Duties Include:**

#### **Quality of Teaching and Learning**

The Teacher of English must ensure that the highest standards of teaching are achieved within the Department. This involves:

- ensuring effective classroom practice;
- ensuring effective behaviour management;
- maintaining a stimulating environment;
- sharing good practice with colleagues within a supportive environment;
- responding to feedback from external moderators;
- ensuring that appropriate work is set, marked consistently and that an AFL approach is maintained in line with the School's Feedback Policy;
- ensuring that pupils have opportunities to work with ICT and to engage in independent study;
- ensuring that there is appropriate differentiation within lessons and homework in order that each pupil can access a full programme of study and achieve to the best of their ability;
- ensuring that guidance in relation to EHCPs is followed;
- ensuring that opportunities for pupils to reflect on their own achievement and set future targets are provided;
- ensuring that a variety of teaching methods is used to enable all pupils to achieve to their full potential;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective deployment of classroom support;
- liaising with the SENCO in respect of pupils for whom English is a second language.

#### **Monitoring, Assessment, Recording and Reporting**

The Teacher of English is responsible for assessment of pupils and the tracking of pupil progress. This will be carried out within the Department. This will include:

- assessing how well pupils are meeting learning targets;
- marking thoroughly and always with the purpose of providing formative feedback to pupils;
- using assessment data to inform future teaching and curriculum development;



- inputting tracking data on the School's system;
- preparing and presenting reports for parents;
- scrutinising assessment data such as MidYIS / Yellis
- assessing pupils through standardised tests;
- setting internal examinations;
- producing estimated grades for KS4 pupils;

### **The Department as a Team**

As the member of staff within the English Department, it is necessary that you:

- consult members of the Department in respect of all matters of Departmental policy, planning and organisation;
- attend regular meetings where departmental issues can be discussed and in order to provide a forum for the sharing of good practice;
- promote the English Department's involvement in the wider aspects of school life;
- ensure that all colleagues feel supported and inspired;
- inform the Headteacher of any concerns within the department;
- contribute to CPD within the Department;
- engage in a constant process of monitoring and evaluation of the work of the Department.

### **Documentation**

This dimension of the post includes:

- being aware of the change and development of examination syllabi; and advice from examination boards;
- helping to maintain the English Departmental Handbook;
- helping to maintain Schemes of Work which summarise the content of work to be covered each year;
- maintaining and acting on a Departmental Development Plan which also reflects whole school priorities;
- contributing information for the Options Booklet;
- ensuring that displays and information is appropriately presented for events such as Open Day;
- reviewing data and MIDYIS /YELIS test results;
- maintaining your CPD record.

### **Resources**

The Department should create an environment which promotes learning and accumulate resources to enhance teaching and learning. For the Teacher of English, this involves:

- maintaining teaching areas in good order and reporting problems via the Room Audit at regular intervals to the proprietor;
- producing a risk assessment for your teaching area and reviewing this on an annual basis;
- ensuring that there are enough resources and stationery for each teaching group;
- making necessary arrangements for the return of text books;



- ordering new resources;
- ensuring that appropriate coloured paper is used for specific individuals and that the Examinations Officer is aware of this in relation to public examination papers.

### **Other Professional Requirements:**

The Teacher of English is expected to:

- scrupulously follow all aspects of the school's Safeguarding and Child Protection procedures;
- promote equal opportunities in School and seek to ensure the implementation of the school's Equal Opportunities Policy;
- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within stated policies and practices of the school;
- operate at all times in line with the School's Teachers' Code of Conduct;
- establish effective working relations and set a good example through presentation and personal and professional conduct;
- endeavour to give every pupil the opportunity to reach their full potential and meet high expectations;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school's policies and practices;
- liaise effectively with parents;
- contribute positively and effectively to our Whole Child Ethos;
- participate fully in the wider life of the school and enrichment;
- participate in marketing the School by highlighting the work of the Department;
- advise pupils on Careers relating to English;
- ensure compliance with the Independent Schools' Standards;
- complete any other work / duties at the reasonable request of the Headteacher.