

Executive Headteacher: Martin Haworth

## Teacher of English: Job Description

<b><u>JOB TITLE</u></b>	<b>Teacher of English</b>
<b><u>SCALE/SALARY</u></b>	<b>Teacher's Pay Scale</b>
<b><u>RESPONSIBLE TO:</u></b>	<b>Executive Headteacher, Deputy Headteachers, Assistant Headteachers, Extended SLT, Head of Faculty, Deputy Head of Faculty</b>

### **JOB PURPOSE**

To be responsible for the teaching and learning of English at Key Stages 3 and 4. This will involve delivering the intended curriculum and monitoring students' progress and performance in order to ensure that expected learning outcomes are achieved.

### **MAIN CONTACTS**

Deputy Headteachers, Assistant Headteachers, Heads of Faculty, Directors of Year, Teaching Staff, Support Staff, parents/carers and students.

### **Duties and Responsibilities**

1. To teach the intended curriculum throughout the full age range and ability within the college.
2. To assist in the delivery of GCSE or equivalent qualifications and to have a secure knowledge and understanding of the subject, its requirements and related pedagogy.
3. To assess and keep accurate records of students' progress within the agreed procedures of the faculty.
4. To identify students who are underperforming and put in place appropriate interventions to address this.
5. To be aware of the SEND needs of individual students in all teaching groups and to adapt teaching accordingly.
6. To set regular homework, in line with faculty policy, that supports learning and promotes independence and responsibility.
7. To maintain an up-to-date knowledge and understanding of the requirements of the English curriculum.
8. To contribute to all aspects of teaching and learning in the faculty, ensuring that all students are taught in a safe and stimulating environment. To deliver lessons at the college's Compass Centre if required.

9. To contribute to the English team, supporting the development of resources and assisting the Head of Faculty in the successful day to day operation of the college.
10. To work collaboratively and cooperatively in a way which is conducive to maintaining the efficient management and organisation of the college, including undertaking weekly duties.
11. To demonstrate a commitment to the faculty's extra-curricular offer.
12. To engage in a process of continuing professional development in order to keep knowledge, skills and understanding updated in order to achieve the best possible impact in terms of learning outcomes.
13. Have an awareness of and implement Health & Safety legislative requirements and procedures in order to maintain a safe teaching environment where practical activities can take place.
14. Any other duties that may be required, commensurate with the grade of the post.
15. To have a flexible and can-do approach with the ability to respond to the needs of the college
16. To contribute to the overall ethos, work and aims of the college.
17. To establish constructive relationships and communicate with other agencies and professionals.
18. To participate in training and other learning activities and performance development as required.
19. To recognise own strengths and areas of expertise and use these to advise and support others.
20. To be aware of and comply with the College's Safeguarding Procedures, Health and Safety requirements, confidentiality and data protection policies.
21. You will be required to work two additional INSET days, which will be paid additionally, and advanced notification of those days will be provided.

*The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*