

## Job Description

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| <b>Role Profile</b>         | Teacher of English   |
| <b>Job Purpose</b>          | To plan and deliver high quality lessons which enable students to achieve at least expected progress ; to share and support the corporate responsibility for the well-being, education and discipline of all students.   |
| <b>Responsible to</b>       | Curriculum Leader for English  |
| <b>Accountabilities</b>     | <p>Prepare and teach lessons of a high standard to the students assigned to him/her:</p> <ul style="list-style-type: none"> <li>- Following designated programmes of study and, as directed, schemes of work</li> <li>- Carrying out the specified assessments</li> <li>- Assessing and recording students' progress accurately</li> <li>- Providing information/comments for records</li> <li>- Monitoring students in accordance with agreed departmental and school strategies</li> </ul> <p>Maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regards to attendance, appearance, uniform, punctuality, behaviour, homework, etc.</p> <p>Contribute to the corporate tasks of development, record keeping, monitoring, evaluation of lessons and to the development and maintenance of learning materials</p> <p>Participate in the applications of the departmental homework policy which includes setting, marking of homework and monitoring homework diaries</p> <p>Work closely with and consult those teachers who are responsible for similar curriculum areas, ensuring continuity and progression for students</p> <p>Engage in continuous professional self-development in relevant areas</p> |
| <b>Knowledge and Skills</b> | <p>Classroom teachers should demonstrate their knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>- Principles and practices of effective learning and teaching</li> <li>- Preparation of schemes of work and lessons</li> <li>- Knowledge and understanding of subject area(s)</li> <li>- Principles and practices of monitoring/assessment/evaluation</li> <li>- The application of literacy, numeracy and information and communications (ICT) to teaching and learning in subject area(s)</li> </ul>   |

- Opportunities for the spiritual, moral, social and cultural development within subject areas

**Support to School** (This list is not exhaustive and should reflect the ethos of the school)

Contribute to and be supportive of the objectives of the Foundation Trust

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of, support and ensure equal opportunities for all

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend and participate in relevant meetings as required

Participate in training and other learning activities and professional development as required

Recognise own strengths and areas of expertise

Assist with student needs as appropriate during the school day

Engage parents in supporting all aspects of student achievement

**Personal Qualities**

**-Self-awareness**

Emotional self-awareness  
Accurate self-assessment

**-Self-Management**

Emotional self-control  
Transparency  
Adaptability  
Achievement Orientation  
Initiative  
Optimism

**-Social Awareness**

Empathy  
Organisations awareness  
Service orientation

**-Relationship Management**

Developing others  
Inspirational leader  
Change catalyst  
Influence  
Conflict management  
Team work & collaboration

**Notes**

This job description is not necessarily a comprehensive definition of the post, any other duties deemed reasonable can be included at the discretion of the Headteacher. It will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post-holder.

The Terms and Conditions of Employment outlined in School Teachers' Pay and Conditions Document 2018 (DCSF) apply to all posts.