



WITH THE POWER TO ACT

Job Description - Teacher of English

Job Title:	Teacher of English
Salary:	MPR - UPS3
Contract Type:	Fixed Term
Reporting to:	Head of English
Job Purpose:	See below
Main Duties & Responsibilities	• To plan and prepare courses and lessons and teach according to their education needs pupils assigned to you. To assess, record and report on the progress and attainment of those pupils in accordance with agreed policies. • To promote the general progress and wellbeing of individual pupils or group of pupils assigned to you, providing guidance and advice to them, making records and reports as required and communicating with parents and other interested bodies in accordance with school and department policy. • To review your own subject expertise, personal teaching methods and programmes of work, maintaining an up-to-date knowledge of available techniques and resources in the subject area(s) you teach and to participate in arrangements for your further training and development as a teacher. • To assist colleagues in the preparation and development of departmental courses of study, teaching materials, teaching programmes, methods of teaching, methods of assessment and systems for recording and reporting pupil achievement and progress. • To establish constructive working relationships with colleagues and to participate in meetings so as to assist in the development of the curriculum, administration and organisation of the department. • To maintain good order and discipline among pupils and maintain their health and safety when they are the responsibility of the school. • To participate in arrangements for the preparation of pupils for public examinations and assessment in line with the National Curriculum requirements including arrangements for marking, recording and reporting of work and the supervision required during such examinations. • To participate in arrangements associated with aspects of management and administration as described in the School Teachers' Pay and Conditions document. • This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. • All staff are responsible for the implementation of the Health & Safety policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and

	safety arrangements and systems to ensure appropriate improvements are made where necessary.
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This job description is current at the date shown but following consultation may be changed by the Headteacher to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

The school staffing structure will be subject to periodic review to reflect the changing opportunities and constraints that arise.

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The school has an approved equality policy in employment and copies are freely available to all employees. The postholder will be expected to comply, observe and promote the equality policies of the school.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Postholder Signature: Date:

Postholder Name (in capitals): Date:

Headteacher Signature: Date: