

JOB DESCRIPTIONS

TEACHER OF ENGLISH

Job Title: Teacher of English
Responsible to: Executive Head/Head Teacher / Head of English

SECTION 1 – SUMMARY OF THE ROLE

A well-qualified English teacher with a firm foundation in the teaching of English Literature and the ability to enthuse students with a love of reading. The successful candidate will be expected to teach students across the ability range from Year 7 to Year 11. The department is extremely successful and person appointed will be expected to sustain high standard. The ability to teach key stage 3 drama will be at advantage but is not essential.

SECTION 2 – MAIN DUTIES AND RESPONSIBILITIES

1. Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
2. Teaching a full timetable across the age range from 11-16 as allocated by the Head of Department, following whole school and departmental policies.
3. Ensuring that you meet the entitlement of all students to have access to a rigorous learning experience, which is differentiated to their needs.
4. Recording and assessing regularly students' work, giving supportive, instructive feedback with specific targets for improvement.
5. Attending Parents' Evenings, INSET and Open Evening/Day as appropriate.
6. Maintaining full regularly entered records of student performance and using these records to inform both teaching and feedback for parents.
7. Using data from the tracking system to monitor and maintain progress, and setting appropriate academic targets.
8. Writing full academic reports in accordance with school guidelines, displaying an awareness of each student as an individual and providing helpful advice for future progress.
9. Liaising effectively with colleagues within the department by freely sharing good practice and resources.
10. Embracing being part of a supportive team through a programme of frequent lesson observation.
11. Contributing imaginatively and helpfully to departmental discussions on policy and practice.

12. Contributing to the departmental development to the curriculum and organisation of resources and to the review of whole school policies.
13. Maintaining standards of student behaviour and discipline within the classroom and else wherein school.
14. Helping to maintain the highest possible standards of order, efficiency, stimulation and attractiveness in the learning environment particularly in the classroom.
15. Being responsible for ensuring that KD Grammar School for Boys' H&S policy is implemented at all times.
16. Contributing generously to the extra-curricular provision of the department through involvement in societies, the running of cultural trips, and the through new initiatives.
17. Contributing to the school's provision of student enrichment activities through the SMSC programme of collapsed days.

SECTION 3 – LINE MANAGEMENT DUTIES AND RESPONSIBILITIES

1. You may also be required to undertake other reasonable duties as and when requested by the Executive Head, Head Teacher, and Senior Leadership Team.
2. Performing the 'Role of Teacher' job description, as set out in the School's Academic Handbook.
3. In order to carry our professional duties, the post holder may be required to work outside of normal school hours on occasion with due notice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by: AH	Revision Date: April 2020
Approved by: MM	