

Job Description, English Teacher

September 2023

Job Title:	English Teacher
Job Purpose:	<ul style="list-style-type: none">• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying English. This is in accordance with the Independent Schools Standards and Regulations, the aims of the School, and the curricular policies determined by the Head and Governing Body.• To monitor and support the overall progress and development of pupils in the classes taught.
Accountable to:	Head of English.
Accountable for:	Supporting all pupils and providing them with a full learning experience.
Liaising with:	Head/Members of SLT/SMT, support staff, parents and other external agencies.
General responsibilities:	<ul style="list-style-type: none">• To plan effective, differentiated lessons; ensuring that all pupils are appropriately challenged.• To monitor and follow up on pupil progress.• To work with the English Department to formulate aims and objectives for the subjects taught that meet the needs of all pupils, along with supporting the aims and objectives of the school.• To confidently and competently teach all year groups from Y7 to Y11.
Curriculum Provision	<ul style="list-style-type: none">• To liaise with the Head of English to ensure the delivery of an appropriate, comprehensive and high quality curriculum.
Curriculum Development	<ul style="list-style-type: none">• To work with the Head of English to support curriculum development within the English Department.• To keep up to date with the latest teaching practice and methodology.• To actively monitor and respond to curriculum development and English initiatives.• To ensure that personal planning is differentiated to take account of the needs of all pupils.

Management Information	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for Engage (MIS). • To complete the relevant documentation to assist in the tracking of pupils, inclusive of updating Departmental tracking sheets. • To analyse pupil progress, ensuring that the information is used to inform Teaching and Learning.
Communications	<ul style="list-style-type: none"> • To communicate effectively and appropriately with parents. • To communicate effectively and appropriately with persons or agencies outside the school. • To follow agreed policies for communications in the school.
Marketing and Liaison	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Events, Parents Evenings and other liaison events. • To contribute to the development of effective subject links with external agencies.
Management of Resources	<ul style="list-style-type: none"> • To contribute to the processes of ordering and allocation of resources within the English Department.
Pastoral System	<ul style="list-style-type: none"> • To be a Form Tutor. • To promote the general progress and well-being of individual pupils and of the Form as a whole. • To deliver PSHEE lessons.
Monitoring and Intervention	<ul style="list-style-type: none"> • To evaluate and monitor the progress of pupils and keep up-to-date pupil records. • To work with the Learning Support Department to ensure relevant lesson content for all pupils. • To communicate appropriately with the appropriate CMS staff, parents, persons or bodies outside the school that are concerned with the welfare of individual pupils. • To contribute to PSHEE according to school policy. • To apply appropriate Behaviour Management systems so that effective learning can take place. • To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
Teaching	<ul style="list-style-type: none"> • To assess, record and report on progress, development and attainment of pupils and to keep such records as required. • To undertake assessment of pupils as required by external examination bodies, Departmental and school procedures. • To mark, grade and give written, verbal and diagnostic feedback as required.

- To report appropriately and effectively to parents, and provide references where required.
- To ensure that ICT is embedded in learning.
- To ensure a high quality learning experience for pupils that meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of teaching methods, intended to stimulate learning in a manner appropriate to pupil needs, and to the demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

Other Specific Duties:

To play a full part in the life of the school, including Boarding Duties, Saturday Activities and Enrichments, and to encourage staff and pupils to follow this example.

To actively promote the school's policies.

To comply with the school's Health and Safety policy, undertaking risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a member of the SLT/SMT to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.