



JOB DESCRIPTION TEACHER OF ENGLISH

SPECIFIC ROLES AND RESPONSIBILITIES

Teaching

- Plan and prepare lessons in accordance with the schemes of learning and department handbook
- Liaise with relevant colleagues on the planning of work for collaborative delivery
- Take account of pupils' prior levels of attainment and use them to set targets for future improvement
- Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere
- Set high expectations for pupils' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code
- Set appropriate and demanding expectations for pupil learning, motivation and presentation of work

Assessment, Recording and Reporting

- Maintain plans of lessons undertaken and records of pupils' work
- Mark, monitor and return work within a reasonable and agreed timespan, providing constructive oral and written feedback, and clear targets for future learning as appropriate
- Report pupil progress in line with school policy and as specified in the published calendar
- Keep parents informed of pupil progress by attendance at parents' evenings and by other measures as appropriate
- Be familiar with the code of practice for identification, referral, assessment and monitoring of special educational needs

Pastoral Care

- Undertake responsibility for a form group as required
- Be the first point for parents of pupils in the form
- Set targets for and monitor the social and academic progress of pupils in the form
- Promote and monitor pupil attendance in accordance with school policy

Professional Standards

- Support the aims of the school
- Treat all members of the school community with respect and consideration

- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance
- Participate in the school's extra-curricular activities for your department throughout the school year
- Attendance at, and participation in, events such as open days, options evenings, assemblies and those in which form members are involved (e.g. concerts)
- Take responsibility for professional development, participating in staff training and the school's Performance Management Policy
- Participate in the management of the school by attending appropriate staff meetings
- Ensure that all deadlines are met as published in the school calendar
- Undertake duties that may be reasonably assigned by the Headmaster or members of the Senior Leadership Team (directly or indirectly)
- Take responsibility for matters relating to health and safety in the classroom or teaching area

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.