



POST TITLE: TEACHER OF ENGLISH

1. General Information

Post Purpose:	<p>Under the reasonable direction of the Head Teacher, carry out the professional duties of a teacher as outlined in the generic job description.</p> <p>To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies.</p> <p>To act as a subject leader and be responsible for leading and developing a specified area.</p> <p>To contribute to raising standards of student attainment. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their full potential.</p> <p>To develop and enhance the teaching practice of others.</p> <p>To monitor and support the overall progress and development of students as a manager within the curriculum area.</p>
Reporting to:	Quality of Education Lead
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Leadership Team, teachers and support staff, LA representatives, external agencies and parents/carers
Working Time:	Full time as specified within the staff handbook

2. Teaching

- 2.1 To undertake an appropriate programme of teaching in accordance with the duties of a teacher as outlined in the generic job description.

3. Operational and Strategic Planning

- 3.1 To develop appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.
- 3.2 The day-to-day management, control and operation of the relevant curriculum area provision within the department.
- 3.3 To assist in monitoring and following up student progress.
- 3.4 To assist in the implementation of school policies and procedures, for example Safe Guarding, Equal Opportunities, Health and Safety and Behaviour Management etc.
- 3.5 To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- 3.6 To assist in the management of the department budget, accommodation and resources, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.

4. Curriculum Provision

- 4.1 To liaise with the Quality Lead to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.

5. Curriculum Development

- 5.1 To support curriculum development within the whole department with particular emphasis on the relevant curriculum area.
- 5.2 To keep up to date with national developments in the subject area and teaching practice and methodology.
- 5.3 To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 To liaise with Deputy Head Teacher to maintain accreditation with the relevant examination bodies.

6. Staffing

- 6.1 To work with the Quality Lead to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 To continue personal development as agreed with Quality Lead.
- 6.3 To engage actively in the Performance Management Review process and act as reviewer for a designated group of staff within the department.
- 6.4 To promote teamwork and to motivate staff to ensure effective working relations.
- 6.5 To assist in the effective/efficient deployment of classroom support within the department.

7. Quality Assurance

- 7.1 To ensure the effective operation of quality control systems.
- 7.2 To assist in the process of the setting of targets within the department and to work towards their achievement.
- 7.3 To help to establish the common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.
- 7.4 To contribute to school procedures for lesson observation.
- 7.5 To implement school quality procedures and to ensure adherence to those within the department.
- 7.6 To participate in the monitoring and evaluation of the relevant curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- 7.7 To seek/implement modification and improvement where required within the relevant curriculum area.

8. Management Information

- 8.1 To ensure, in partnership with the Quality Lead, the maintenance of accurate and up-to-date information concerning the department on the management information system.
- 8.2 To assist in the use of analysis and evaluation of performance data for the department.
- 8.3 To help produce reports within the annual review cycle.

- 8.4 To assist in the production of reports on examination performance.
- 8.5 To assist in the identification of examination entries within the department.

9. Communications and Liaison

- 9.1 To help ensure that all members of the department/curriculum area are familiar with its aims and objectives.
- 9.2 To ensure effective communication as appropriate with the parents/carers of students.
- 9.3 To promote actively the development of effective subject links with external agencies.

10. Management of Resources

- 10.1 To assist the Quality Lead to identify resource needs and to contribute to the efficient/effective use of physical resources.
- 10.2 To co-operate with other departments and staff to ensure sharing and effective usage of resources to the benefit of the school and the students.

11. Pastoral System

- 11.1 To monitor and support the overall progress and development of students within the relevant curriculum area.
- 11.2 To assist in the implementation of Behaviour Management systems in the Department so that effective learning can take place.

12. School Ethos

- 12.1 To play a full part in the life of the school community, to support its distinctive mission statement and ethos and to encourage staff and students to follow this example.
- 12.2 To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- 12.3 To undertake any other duty as specified by staff handbook not mentioned in the above.

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 manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavor to make any necessary reasonable adjustment 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