



## **Job Description**

**POST :** Teacher of English (part-time, 0.4FTE)

**RESPONSIBLE TO :** Head of English Faculty

**RESPONSIBLE FOR :** Delivery of English to assigned classes

### **TEACHING DUTIES**

1. To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach English up to at least GCSE Level.
2. To plan teaching to achieve maximum progression in student learning.
3. To establish and maintain a purposeful working atmosphere which supports and encourages excellent learning and progress.
4. To be able to deliver lessons that are engaging and allow all students, regardless of ability, to make excellent progress
5. To assess, record and report on student progress.
6. To set homework and mark effectively in line with school policies.
7. Attend and contribute to faculty and staff meetings as appropriate.
8. To communicate and consult with parents of students as necessary to ensure the highest levels of attainment and progress for our students.
9. To exploit opportunities to improve students' literacy skills.
10. To manage behaviour in accordance with the school's Behaviour Policy, ensuring that rewards and sanctions are used consistently as described within the policy.
11. To carry out duties in accordance with published schedules.
12. To participate in staff development opportunities and accept responsibility for own professional development.
13. To prepare students for examinations and participate in examination arrangements, including the delivery of intervention sessions.
14. To carry out the role of form tutor as required.
15. To engage in extracurricular activities to support learning outside of the school day.
16. To take part in the delivery of revision sessions to students, where appropriate.

The Conditions for Employment of Schoolteachers (schedule 3) specify the general professional duties of teachers. These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Executive Headteacher or Head of School. This job description does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.