

JOB DESCRIPTION TEACHER OF ENGLISH



RESPONSIBLE TO

The Head of Department.

JOB PURPOSE

As a member of the English department, to teach pupils the skills, concepts, expertise and potential of the subject in accordance with the policies and practices in the school and to take a full part in promoting the subject.

This post is subject to the limits on working time set out in the current Teachers' Pay and Conditions document.

Job descriptions may be amended after discussion with the post holder, but will be reviewed at the time of Performance Management.

KEY TASKS

To teach classes assigned by the Head.

To prepare stimulating, thoroughly thought through programmes of work, suitable for the varying needs of mixed-ability classes. The aim is to ensure that all pupils gain as broad an experience of using and exploring language, written or oral, in all its registers and contexts, as is possible and as is appropriate to their needs and abilities.

To incorporate a wide range of learning activities into lesson plans.

To be familiar with the departmental syllabus and to share in the department's responsibility for regularly reviewing and revising its contents.

To become familiar with the department's marking policy and to implement this.

To set homestudy appropriate to individual pupil needs and in line with the school policy for homestudy.

To keep abreast of new developments and teaching materials in English teaching.

To promote drama and arts within the school.

To become thoroughly familiar with departmental stock and to play a part in adding to this.

To monitor and report upon pupils' progress, in line with departmental, and school policy.

To promote Literacy across the curriculum.

To be accountable for the progress and attainment of the classes you teach.

RELATIONSHIPS WITH COLLEAGUES

To attend departmental meetings and other meetings as reasonably required by the Head.

To be aware of work in other curriculum areas and to be receptive to co-operative teaching initiatives both within the English department and across other department areas.

To play an appropriate role in liaison procedures with both lower and upper schools.

To embrace the practice of support teaching within the school both working with, and as, a support teacher, as required by the Head.

RELATIONSHIPS WITH PUPILS

To establish firm but friendly relationships based upon mutual trust, co-operation and respect.

To motivate pupils to want to use language whether reading, writing, listening or speaking. To associate English lessons with pleasurable, stimulating learning experiences.

To guard pupils against inevitable failure, in all its forms, and to respond to them and their work positively so as to nurture self-esteem.

To administer the departmental policy for assessing and recording progress.

CLASSROOM DISCIPLINE AND MANAGEMENT

To maintain a well-ordered, purposeful classroom environment in which children have high expectations of their own performance, and that of their teacher.

To assume that classroom control is a baseline for further success in the teaching/learning process. To accept personal responsibility for this control in one's own classroom, although back-up support is readily available in unusual, or extreme circumstances.

To take responsibility for the care of furniture and resources in the classroom.

To create a lively, stimulating environment by providing and regularly changing displays of children's work and other appropriate materials.

To be aware of the school/departmental policies with regard to discipline and to implement them accordingly.

IN ADDITION

To perform other duties as may reasonably be requested by the Head.

To act as a form teacher and to fulfil this valuable role in line with the school guide lines.

To engage fully and purposefully with the pastoral network within the school, in order to secure a sound quality of care for all pupils.

To be aware of and to implement school policies in response to national initiatives relating to such issues as special educational needs, multi-cultural education and equal opportunities.

To pursue one's own professional development in all manner and means provided by the school organisation and by LEA provision, in consultation with the senior management of the school.

To be responsible for promoting and safeguarding the welfare of pupils.

Signed:..... (Postholder)

Date:.....