

## **Job Description**

**Post:**           **Teacher of English**

**Salary:**       **MPR/UPR**

You will be required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

### **Generic Responsibilities:**

- To promote the agreed aims and objectives of the school.
- To effectively manage the learning process of students and apply a range of teaching and learning strategies.
- To plan and deliver lessons effectively and to maintain appropriate records of teaching.
- To mark and assess the work of students in accordance with school and departmental policies and to maintain appropriate records of student attainment and progress.
- To set and mark homework in accordance with school policy.
- To manage behaviour effectively to ensure a good and safe learning environment, in accordance with the school's behaviour policy.
- To contribute to the appearance and ethos of the school through the maintenance of a pleasant learning environment within the classroom and departmental areas.
- To actively celebrate the achievement of students through the use of school systems to praise and reward.
- To be a Form Tutor for an assigned group of students and to carry out related duties.
- To participate in general supervisory duties in accordance with published duty rotas.
- To participate in required meetings with colleagues and parents/carers
- To liaise with colleagues in other departments as appropriate.
- To participate in professional development and Performance Management reviews in line with school policy.
- To attend assemblies as required.
- Make a positive contribution to the wider community and ethos of the school.
- To promote and safeguard the welfare of students.
- To follow procedures for staff as set out in the Staff Handbook and school policies.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. 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.