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**Teacher of English**

**JOB TITLE: TEACHER OF ENGLISH**

**HOURS: FULL TIME**

**REPORTS TO: DEPUTY HEADTEACHER / HEADTEACHER  
SALARY RANGE: MPS - UPS**

**Aim and main purpose of the job:**

* To teach, enthuse and inspire pupils about English.
* To carry out general and specific duties as set out by the national School Teacher’s Pay and Conditions.
* Meet the expectations set out in Teacher’s Standards.
* Fulfil duties reasonably directed by the Headteacher
* To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as required.
* All teachers make a valuable contribution to the school’s development and, therefore, to the progress of pupils. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

**Teaching and Managing Pupil Learning:**

Teacher of English will:

* Be able to teach to GCSE level effectively across Key Stage 3 and 4.
* Possess high expectations of pupils in relation to standards of achievement and behaviour.
* Create and review consistent implementation, and improvement of schemes of work that encapsulate key school learning strategies.
* Monitor the progress of pupils including those requiring additional support and challenge them to ensure pupils are engaged in their learning and achieve success.
* Teaching experience of Functional Skills Level 1 and 2 is desirable.

**Assessment and Self-Evaluation:**

Teacher of English will:

* To regularly mark pupils work giving constructive feedback and targets for improvement.
* Implement policies and practices for assessing, recording, and reporting on pupil achievement and assist in setting targets for further improvement.
* Use data effectively to identify pupils who are underachieving and, where necessary, create and implement an effective intervention plan.
* Contribute to the school’s planning and self-evaluation.

**Relationship with Parents:**

Teacher of English will:

* Establish a partnership with parents to involve them in their child’s learning of the subject, as well as providing information about targets and attainment.
* Communicate effectively, both orally and in writing, with parents.
* To give high quality feedback at parent review days.

**Managing Own Performance:**

Teacher of English will:

* Prioritise and manage their own time effectively.
* Take responsibility for their own professional development.
* Share good practices resulting in a tangible impact on pupil learning.
* Form constructive relationships with staff including team working and mutual support.
* Actively implement the key aspects of the school’s behaviour management policies.
* Contribute to the wider school life including English enrichment activities.
* Contribute to department planning and developments across Key 3 and 4.

**Strategic Leadership:**

Teacher of English will:

* Contribute fully to our Centre Development Plan.
* Contribute to the development of whole school strategic planning and policies.

**Equalities**

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

**Health & Safety**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**Safeguarding:**

Rivers ESC is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.

**Disclosure & Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of Hertfordshire County Council’s pre-employment checks.

**Additional Information**

The jobholder is required to contribute to and support the overall aims and ethos of the centre. All staff are required to participate in training and other learning activities, and in performance management and development as required by the centre’s policies and practices.

**Organisation Chart**

Headteacher

Assistant Headteacher

Teacher of English

**Supervision**

The post holder is line managed by the KS3 Deputy Head. The frequency of meetings is determined by the centre’s performance management policies and practice.

**Contacts**

The post holder works directly with teachers, centre staff and pupils and has routine and regular contact with parents and carers and with external agencies and other professionals.

***The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary; this may include working across all sites when needed. The Teacher of English works under the direction of the Assistant Headteacher and is accountable to the KS3 Deputy Headteacher who will delegate areas of responsibility as required. The Assistant Headteacher is responsible for the Teacher of English performance management. This job description may be amended at any time after full consultation, but in any case will be reviewed annually.***