

POST: TEACHER OF ENGLISH

SALARY MPS

RESPONSIBLE TO: HEAD OF ENGLISH

1. To prepare and to teach appropriate lessons in accordance with the policies of the college and the department using appropriate resources.
2. To encourage students to achieve the highest standards of work possible.
3. To set and to mark students' work regularly and in accordance with the department and college's Assessment and Marking Policies; to record marks, to monitor progress and to write reports as required.
4. To participate in the arrangements for preparing and assessing students' work for examinations and to supervise students during such examinations.
5. To co-operate in developing appropriate departmental teaching materials and to contribute to the development of new courses.
6. To review from time to time methods of teaching and programmes of work and to participate in arrangements for further training and professional development.
7. To participate in the agreed performance management process.
8. To share in the pastoral responsibility for students in their teaching groups and where appropriate to liaise with Group Tutors and Heads of House.
9. To maintain good order and discipline among students and to safeguard their health and safety at all times when they are the responsibility of the College.
10. To ensure that the learning environment for their lessons is neat and well organised.
11. To share in supervisory and general duties during the working day.
12. To cover classes for absent colleagues in accordance with the College's policy on staff cover.
13. To attend staff and departmental meetings.
14. To undertake professional development as appropriate.
15. To attend assemblies.
16. To attend Parent Consultation Evenings and to communicate with parents when appropriate.
17. To undertake any duties which the Headteacher may from time to time reasonably require.

The above responsibilities are subject to the general duties and responsibilities contained in the Conditions of Employment of school teachers.

PERSON SPECIFICATION

You will be

- committed to comprehensive education and the entitlement of all students to succeed
- passionate about your subject
- enthusiastic and able to make teaching and learning interesting and enjoyable
- a well-organised, efficient, team worker
- able to get the best out of students at all levels of ability
- able and willing to contribute fully to the future development of the department
- excited by opportunities to learn from colleagues, and also to share your expertise with them
- committed to your own professional development
- committed to the important role of Group Tutor

December 2017