



## Job Specification

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

**Contact Manager :** **Head of English Department**

The detailed duties of a teacher's position are set out in the document '**Teacher's Pay and Working Conditions 2014**'. A summary is provided below. The successful candidate will teach English across Key Stage 3 & 4.

### **1**       **Teaching**

- 1.1 Follow the school's curriculum in order to develop the ability and skills of each pupil in any class placed under their care by the Headteacher, through:
- planning and preparing courses and lessons, addysgu,
  - according to their educational needs, the pupils placed under their care, including setting, and marking, work to be completed in the school, and outside the school,
  - assess, record and report on the development, progress and attainment of pupils under their care.

### **2**       **Other Activities**

- 2.1 Promote the general progress and well-being of individual pupils, and any class or group placed under their care.
- 2.2 Advise pupils on educational and social matters, and on their further education and careers, and make relevant records and reports.
- 2.3 Record and report on pupils' personal and social needs.
- 2.4 Contact and consult with pupils' parents.
- 2.5 Contacting and collaborating with persons, or bodies, outside the school.
- 2.6 Participate in meetings organised for any of the above.

### **3**       **Assessment and Reporting**

- 3.1 Make oral and written assessments, and relevant reports for individual pupils, or groups of pupils.

### **4**       **Performance Management**

- 4.1 Participate in performance management arrangements in accordance with the school's arrangements.

### **5**       **Review, Induction, Training and Further Development**

- 5.1 Regularly review their method of working, and their work programmes.
- 5.2 Participate in arrangements to promote their further training and their professional development as a teacher, including training and development professional that aims to meet needs identified in performance management objectives, or under the performance management regime.
- 5.3 In the case of a teacher on an induction period, participating in arrangements for their training and inspection.

### **6**       **Teaching Methods**

- 6.1 Collaborate with the Headteacher and other teachers on the preparation and development of study courses, teaching materials, teaching programmes, teaching and assessment methods, and pastoral organisation.

### **7**       **Discipline, Health and Safety**

- 7.1 Maintain good control and discipline of the pupils, protecting their health and safety, when they are officially on the school premises, or when they take part in authorised school activities off the premises.

### **8**       **Staff Meetings**

- 8.1 Taking part in meetings that are relevant to the school's curriculum, administration, or organization of the school, including pastoral arrangements.

**9 Covering**

9.1 Subject to the requirements of the Teachers' Workload Reduction Agreement on 'barely supplying', looking after and, where practicable, teaching, the pupils of another teacher who is not available to teach them.

**10 External Examinations**

10.1 Taking part in arrangements to teach pupils for external examinations, assessing pupils for external examinations, recording and reporting on that, and contributing to arrangements for presenting pupils' work, and conducting, or leading, external examinations.

**11 Adminstration**

11.1 Take part in administrative and organisational tasks that are relevant to what is stated above, including directing or supervising persons who support teachers in the school.  
11.2 Attending assemblies, registering pupils' attendance, and inspecting pupils, before, during and after school sessions.

**Other Specific Responsibilities:**

- play a full part in the school's community and extra-curricular life, support its distinctive mission and ethos and encourage staff and students to follow this example.
- assist the school to meet its legal requirements for worship.
- promote all school policies.
- continue personal professional development as agreed through the performance management system.
- comply with the school's health and safety policy and undertake risk assessments as appropriate.
- undertake any other duty specified in the latest 'School Teachers' Salary and Conditions Document' not mentioned above.

**Please Note:**

- while every effort has been made to explain the main duties and responsibilities of the job, every single task may not have been identified.
- this job description does not form part of an employment agreement.
- the post holder is 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.
- the school will make every effort to carry out any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or permanent employment for an employee who develops a disabling condition..
- the job description is current on the date shown, but following consultation with you, it may be changed by a manager in order to reflect or anticipate changes in the job which are commensurate with the salary/allowance and job title.

**Posy Holder :**

**Subject/s :** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Headteacher:**

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_