



Job Description

Job Title:	Teacher of English
Department:	English
Grade:	MPR/UPR
Responsible to:	Head of English
Responsible for:	Class teaching at KS3-5 in English

Mission Statement

'To work in partnership with parents, the Church and society in order to be a community in which young people are well educated and prepared to be effective Christians in the modern world.'

1. Duties

The School Teachers' Pay and Conditions Document 2016 and superseding documents describe duties which may be required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the postholder to ensure that his or her professional duties are discharged effectively. In recognition of the particular duties to be undertaken by the holder of this job the responsibility pointed specified above is payable.

This Job Description is a description of the job to be undertaken and performed to the satisfaction of the Headteacher by the postholder. It does not form part of the contract of employment.

The postholder should endeavour to maintain and develop the Catholic character of the school in accordance with the directions given by the Headteacher.

2. Particular Duties

- 2.1 Take charge of a range of classes from KS3 – KS5 English
- 2.2 Cover aspects of awarding body and department schemes of work as required
- 2.3 Set and supervise controlled assessments as required
- 2.4 Set and mark work regularly, including exam practice questions, and supply assessment feedback to students
- 2.5 Provide regular tracking assessment data periodically in line with school requirements
- 2.6 Prepare, teach and inspire students of all abilities and groups within classes
- 2.7 Maintain high standards of effort and behaviour and operate the school behaviour policy
- 2.8 Monitor and record progress of pupils



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3. Maintain Activities Arising from these Duties

- 3.1 Teach timetables lessons in English as directed
- 3.2 Teach other classes if directed to do so
- 3.3 Ensure that assessment is regularly given to all students in line with the school assessment policy
- 3.4 Other activities considered necessary to fulfil the responsibilities of the post
- 3.5 Take role of form tutor under the direction of Head of Year (if not a NQT)
- 3.6 Such duties of a similar nature as may reasonably be directed by the Headteacher

Note

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the postholder.

In the event the Headteacher reserves the right to review and amend the job description.

