



## Job Description: English Teacher

**Salary:** MPS/UPS (depending on experience) – Full Time

**Location:** North Herts Education Support Centre (NHESC)

**Centres:** Across both our KS3 & KS4 Centres in Letchworth & Hitchin

### Position Overview

The English Teacher is responsible for leading the English department, ensuring high-quality teaching and learning, and fostering a love of literature and language among students. This role aims to enhance student achievement in English, develop a cohesive curriculum, and support the professional development of staff within the department.

### Reporting Structure

- Reports directly to: Head of Centre
- Department: KS3 and KS4

### Key Responsibilities

#### Curriculum Development and Implementation

- Develop and implement an engaging and relevant English curriculum aligned with national standards.
- Review and update curriculum materials to ensure they meet the needs of all learners.
- Collaborate with other departments to integrate cross-curricular themes into the English curriculum.
- Delivering high-quality English lessons that inspire and engage students across KS3 and KS4.
- Building positive relationships with students, staff, and parents to create a supportive and collaborative learning environment.
- Supporting students in becoming confident, analytical, and resilient learners, ready to face the challenges of their academic and future career pathways.
- Leading initiatives that promote high standards and expectations, ensuring that all students, regardless of their background, can achieve their full potential.

#### Teaching and Learning

- Lead the development of effective teaching strategies that cater to diverse learning needs.
- Monitor and evaluate the quality of teaching and learning in English, providing feedback and support to staff.
- Foster a positive and inclusive environment that promotes a passion for reading and writing among students.
- Organise and facilitate departmental and counterpart meetings to share best practices and resources within the federation.

#### Assessment and Data Analysis

- Implement assessment strategies to monitor student progress and attainment in English.
- Analyse data to identify trends and areas for improvement, using findings to inform teaching practices.
- Prepare reports on student performance for the Senior Leadership Team and other stakeholders.

### **Parental and Community Engagement**

- Engage with parents and guardians to promote the importance of English education and student achievement.
- Organise events and activities that involve the wider community in celebrating student success in English.
- Develop partnerships with local libraries and literary organisations to enhance learning opportunities.

### **Primary Objectives**

- Ensure that the English curriculum is engaging, relevant, and aligned with national standards, leading to improved student outcomes.
- Raise student attainment and progress in English across all key stages, evidenced by examination results and internal assessments.
- Develop and implement effective teaching strategies that cater to diverse learning needs, resulting in increased student engagement and participation.
- Lead and support the professional development of English lessons.
- Monitor and evaluate the quality of teaching and learning in English, achieving a minimum of 80% of lessons observed rated as good or outstanding.
- Foster a positive and inclusive environment that promotes a passion for reading and writing, as demonstrated by increased student participation in reading initiatives.

### **Key Stakeholder Relationships**

- Teachers (within the English department and across other subjects)
- Students (across all year groups)
- Parents and Guardians
- Senior Leadership Team
- Support Staff (including teaching assistants and administrative staff)

***Whilst every effort has been made to explain the accountability and responsibilities for this post, each individual task may not be identified.***

***This job description is current, but following consultation with you, may be changed by the Executive Head to reflect or anticipate changes in the post which are commensurate with the salary and job title.***