

## **JOB DESCRIPTION**

**JOB TITLE:** Teacher of English and Media Studies

**REPORTS TO:** Director of English

**SALARY:** MPS/UPS (Outer London)

**DATE:** September 2026

### **Purpose of the job**

- To teach English and help with the promotion of the subject throughout the school
- The post-holder will teach English at Key Stage 3 and 4, and Key Stage 5 if appropriate
- There may be an opportunity to teach Media Studies, depending on the experience and interests of the post-holder
- The post-holder will advise and assist with the development of the English curriculum

### **Duties**

In accordance with the Education (School Teachers Pay and Conditions of Employment) Order, the duties as set out in the Conditions of Employment of School Teachers under Section 3.

### **Key responsibilities**

#### **General Teaching**

1. To be part of the team of teachers in the English faculty
2. To develop innovative, traditional and non-traditional approaches to the English curriculum in order to ensure appropriate access and achievement for all students
3. To assist in the development and deployment of resources as appropriate
4. To co-operate with procedures to monitor the quality of teaching and learning outcomes throughout the subject area
5. To have high expectations of all students based on relevant data
6. To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the curriculum and the needs of the students
7. To assess, record and report on the attainment, attendance and progress of students keeping such records as are required
8. To prepare and update subject materials, including schemes of work
9. To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work
10. To assess students' work in line with school policies and procedures referring to student performance targets
11. To ensure that literacy and numeracy and oral communication are reflected in the teaching/learning experience of students

### **Curriculum Provision and Development**

1. To assist in the organisation of student grouping within the subject area
2. To assist the subject leader in the development of appropriate specifications, resources, schemes of work and teaching strategies
3. To contribute to the development and implementation of the subject's strategic development plan
4. To plan and prepare courses and lessons
5. To attend and contribute to subject meetings
6. To develop and oversee extra-curricular activities

### **Monitoring and Evaluation**

1. To use data, both externally and internally produced, to assess student performance and to develop appropriate courses of action
2. To review on a regular basis methods of learning and teaching
3. To produce reports for all students taught in line with the school's assessment and reporting policy

### **Pastoral**

1. To be a form tutor to an assigned group of students
2. To liaise with the head of year in implementing the school's pastoral policies
3. To register students and accompany them to assemblies
4. To enable, encourage and support a tutor group's participation in the student council
5. To notify the designated safeguarding lead immediately about any concerns relating to a student
6. To evaluate monitor and report on the progress of each student
7. To communicate with parents/guardians as appropriate
8. To teach the tutor programme appropriate to the year group
9. To attend tutor meetings as arranged by the head of year

### **General Responsibilities**

1. To participate in the school's staff development (CPD) programme
2. To continue personal development in relevant areas especially subject knowledge and teaching methods
3. To engage actively with the school's performance management and CPD programme
4. To ensure where appropriate, the effective deployment of classroom support
5. To work as a member of a team, positively contributing to effective working relations within the school
6. To communicate, where necessary with parents and external agencies, following school policies
7. To attend open evenings, parents' evenings and other whole-school events
8. To attend Monday afternoon staff briefings
9. To take part in the arrangements for performance management

10. To undertake duties as detailed in the rota, timetables and key dates publication
11. To undertake any other duties as the headteacher or senior leadership team may reasonably require
12. To adhere to the expectations laid out in the Staff Code of Conduct

### **Health and Safety**

1. To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department
2. To ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and updated where necessary.
3. To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments

### **Other duties and responsibilities**

Any other duties commensurate with the general level of responsibility of the post that the headteacher may from time to time ask the post-holder to perform.

These duties may be modified by the headteacher, with agreement, to reflect or anticipate changes in the job.

Ruislip High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure is required for all posts.

Signed: \_\_\_\_\_ Post-holder Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ Line Manager Dated: \_\_\_\_\_

**The job description is formally reviewed annually and therefore may be revised in line with the level of responsibility.**