

Job Description

Job Title:	Teacher of English
Responsible To:	Curriculum Area Leader
Hours:	Full Time
Latest Review Date:	March 2026

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying each out.

This post is part of the School's teaching structure. The post holder will actively support the School's 'Raising Achievement for All' culture and participate in whole School self-evaluation and development.

The broad purpose of this post will include:

- Raising standards of student achievement within the School.
- Undertaking the professional duties of a teacher.
- Undertaking duties/roles and responsibilities assigned to him/her by the Headteacher.

Generic responsibilities:

- Contribute to the teaching of English and in other areas as agreed.
- Safeguard and promote the welfare of students.
- Contribute to the maintenance of good behaviour in the School, including membership of a duty team.
- Contribute to the development of School policy, including the Curriculum Area Improvement Plan.
- Implement School policies and procedures.
- Ensure the learning experience of students is an enjoyable one.
- Ensure effective learning and teaching to maximise opportunities and achievement.
- Ensure effective resource preparation, marking, assessment and record keeping.
- Provide reports to Parents and Carers as required.
- Act as a positive, professional role model.
- Participate in appropriate meetings.
- Make a positive contribution to the School's pastoral system as a tutor or in other relevant roles.
- Ensure students have the opportunity to contribute to the self-evaluation process.
- Play a part in the School's health and safety procedures.
- Carry out other relevant and appropriate tasks as directed by the Headteacher.

General Duties:

With due regard to the above, to carry out such other appropriate duties as may be required. To play a part in the Health and Safety procedures of the school, including reporting concerns to the Deputy Headteacher/Curriculum Area Leader. See the School's Health and Safety Policy.

Notes

The Post holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the changing needs of the School as directed by the Headteacher, without changing their general character or level of responsibility.

This job description is subject to review and amendment from time to time in line with changing School requirements. It is hoped that all Staff will play a full and active part in the general life and activity of the School

Person Specification for the role of English Teacher

Please note that the information below, along with the relevant Job Description, acts as the selection criteria and should be used as guidance when completing your application for the post.

Key:

Essential - without evidence of which the candidate would be declined

Desirable - useful for the role but not essential, may be used when making decision between two otherwise equally appointable candidates.

	Essential	Desirable	
Qualifications			
• Qualified Teacher Status	•		Application Reference Interview
• Degree Level Qualification	•		Application Reference Interview
Experience			
• Teaching in the relevant subject area/Key Stage.	•		Application Reference Interview
• Using data to inform target setting and planning.	•		Application Reference Interview
• Working with children with English as an Additional Language.		•	Application Reference Interview
• Ability to contribute to the development of schemes of work	•		Application Reference Interview
• Use of a variety of teaching and learning techniques to raise standards	•		Application Reference Interview
Personal Qualities/Skills and Characteristics			
• Capability to challenge, influence and motivate students to achieve high standards	•		Application Reference Interview
• Ability, or potential to consistently deliver "good" lessons (as defined by OFSTED criteria).	•		Application Reference Interview
• Good communication and organisation skills.	•		Application Reference Interview

• Ability to work as a member of a team.	•		Application Reference Interview
• Capability to demonstrate good classroom management.	•		Application Reference Interview

	Essential	Desirable	
• Able to communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies).	•		Application Reference Interview
• Able to use IT to support both the curriculum work and organisation.	•		Application Reference Interview
• Able to identify the necessary resources which ensure high quality teaching and learning.	•		Application Reference Interview
• Able to assess the needs of individuals to inform lesson planning.	•		Application Reference Interview
• Able to deliver high quality lessons, evaluate the impact of these and develop future planning accordingly.	•		Application Reference Interview
Knowledge/special aptitudes			
• Knowledge and understanding of the proposed National Curriculum for English at KS3 and KS4.	•		Application Reference Interview
• A range of behaviour for learning techniques.	•		Application Reference Interview
Equality Issues			
• Demonstrable commitment to inclusive teaching and learning.	•		Application Reference Interview
• Awareness of the effects of discrimination on students, parents, colleagues and policy.	•		Application Reference Interview