

JOB DESCRIPTION

Teacher of English with TLR responsibility

Generic job description for English Teacher at The Stonehenge School

1. Teach across the age and ability range, in line with the National Curriculum programmes of study, in such a way as to challenge and inspire students of all abilities
2. Plan , prepare and teach lessons to students assigned to his/her according to the students' educational needs with reference to prior attainment, SEN and English as an additional language as required
3. Assess, record and report on the development, progress and attainment of students assigned to him/her in line with school and departmental guidelines
4. Contribute to the planning and implementation of the curriculum in accordance with the National Curriculum, school and departmental guidelines
5. Liaise with colleagues to ensure a coherent programme of study for the students assigned to him/her
6. Set high expectations for students' behaviour establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships
7. Be familiar with, support and reinforce the aims, ethos, policies and procedures of the school and department with students, staff and parents where appropriate
8. Promote enrichment activities related to the subject
9. Be responsible for an aspect of the Department Development/Improvement Plan, as agreed with the Subject Leader

In addition, the postholder has responsibility to support the Subject Leader in their absence (with the Deputy Subject Leader) and the following specific responsibility for:

- To take the lead responsibility for either the KS3 or KS4 English Curriculum, in terms of the Curriculum intent (in agreement with Subject Leader and Deputy Subject Leader).
- To support the Subject Leader in developing the Curriculum implementation of KS3/4 English.
- To take responsibility for KS3/4 discipline.
- Intervention for English Language and Literature GCSEs.
- To keep up to date with national changes to KS3/4 and keep colleagues updated.
- Co-ordinate standardisation.
- To oversee the creation of resources for English KS3/4.
- To celebrate pupil achievement.
- To provide INSET to colleagues.
- Contribute to the department SEF and complete Monitoring Booklet tasks.

Additional responsibilities for the Teacher with TLR responsibility

- Check cover arrangements for absent colleagues.
- Represent the department on committees, working groups and exam board meetings
- Assist the Subject Leader in up-dating the department hand book and schemes of work
- Write minutes at and, on occasion, chair Departmental meetings
- Assist the Subject Leader in administering Performance Management within the Department

Signed:(Teacher of English with TLR responsibility)

Signed: (Subject Leader)

Date:

To be reviewed in July 2020.