



Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA (Hons), PGCE, MA, NPQH

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Post Title:	ENGLISH TEACHER
Salary / Grade:	MPS / UPS
Responsible for:	Teaching English
Responsible to:	Head of English

The Professional duties of teachers, (other than the Principal) are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below.

Purpose:

To provide high quality English teaching across KS3, KS4 and KS5

MAIN (CORE) DUTIES

Teaching English at KS3, KS4 and KS5 English Literature and English Language.

General teaching duties as expected for a Classroom Teacher.

Being a positive and proactive member of the English, Media and Film Studies team.

Teaching and Learning

1. Planning, preparing and teaching English at KS3, KS4 and KS5 as required.
2. Contribute to the Department's bank of resources for the teaching of English at all key stages and assist in the production of materials which consider students of all abilities and levels.
3. Contribute to the drawing up, evaluation and reviewing of schemes of work at Key Stages 3, 4 & 5.
4. Plan and evaluate work in accordance with departmental policy.
5. To promote and facilitate the general progress and well-being of individual pupils, providing appropriate educational guidance on matters relating to the subject.
6. Work effectively with colleagues, providing support and help as required.
7. Build positive working relationships with students in your care, implementing the school's rewards and sanctions consistently.
8. Contribute to developing enrichment activities in the department. Assist in contributing to high quality displays in English classrooms.

Assessment, Recording and Reporting

1. Maintain records of achievement and progress of all students in accordance with statutory requirements and departmental policy.
2. Mark and return work set, including homework, in line with school and departmental policy.
3. Adhere to the school's Assessment and Marking Policy.
4. Attend Parents' Evenings as required and keep students and parents informed about current performance and ways in which to improve.

Duties and responsibilities:

1. To participate in department meetings, appropriate school development meetings, CPDL and INSET.
2. To adhere to the school and department's health and safety policy and procedures.
3. To be a tutor of an assigned tutor group and carry out related duties in accordance with the general job description of a tutor
4. To carry out a share of supervisory duties in accordance with the published schedules.
5. To assist in maintaining high standards both in the classroom and around school.

Any other reasonable duties as directed by the Principal.