<u>Job description for the position of Teacher of English</u>

Teaching Key Stage 3 and 4

Being Recruited Spring 2019

To start employment September 2019

St. Lawrence College is committed to ensuring the complete and thorough safeguarding of all pupils and staff in order to create the safest environment for learning for all.

Teacher of English job description

1. To teach English at Key Stages 3 and 4.
2. To be enthusiastic about the curriculum and confident in its delivery.
3. To contribute to, to review and to follow the English departmental schemes of work.
4. To help develop lesson plans, learning materials for lessons and internal assessment processes.
5. To ensure that appropriate differentiation of the curriculum is made to meet the needs of all levels of pupil ability.
6. To make use of teaching and learning styles which stimulate pupil interest and involvement in learning.
7. To encourage the enjoyment of English outside of the classroom, through theatre outings and onsite theatre productions.
8. To ensure that the classroom is an ordered and stimulating environment which celebrates pupils' efforts and facilitates learning at all levels.
9. To establish appropriately high levels of expectation of pupils in terms of good standards of behaviour and achievement within English classes.
10. To set, collect and mark homework regularly, giving formative feedback as required and expected in the context of both Language and Literature syllabuses.
11. To monitor and record pupil progress.
12. To be proactive in communicating to parents the standards and needs of their children as they relate to English – both in cases of positive reporting or where effort or standard is below expectations.
13. To ensure high standards of diligence in all communication with parents, including in the quality of the writing of reports, provision of subject information to parents, attendance at parents' meetings and response to parents' enquiries.
14. To follow school policies on internal examinations, including their preparation, presentation, marking and grading.
15. To attend departmental meetings and to work closely with the Heads of Department and other teachers within the department.
16. To fulfil the pastoral duties expected of any teacher in a British school. These include playground duty, cover duty, being a form teacher, supporting school functions and the like.
17. To promote and safeguard the welfare of pupils.
18. To attend staff meetings as required.