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**Job Description**

**Job Title:** English Teacher

**Reports to:** Head of English

**Job Purpose:** The English Teacher enables all students of all abilities in all years to be successful in their English studies.

The Teacher of English will join a very successful team.

Responsibilities

1. Teach English within the National Curriculum Guidelines.
2. Plan and prepare lessons in advance in collaboration with colleagues and ensure that learning is kept within curriculum targets.
3. Carry out departmental and school assessment procedures and marking policies.
4. Record and report on the development, progress and attainment of pupils including attending meetings with parents to discuss attainment and progress.
5. Keep a disciplined class whilst promoting the general well-being of children.
6. Participate in the provision of co-curricular activities and clubs.
7. Maintain resources as necessary within the budgetary allowance.
8. Carry out the necessary administration as required.
9. Assist the Head of English in reviewing development plans, curriculum documents and policies.
10. Promote development within English and identify any associated staff development requirements.
11. Carry out break duties as timetabled or when necessary.
12. Attend school meetings and In Service Training as and when required.
13. Maintain an appropriate awareness of, and work effectively within, the policies and procedures of the school.
14. Operate safely within the workplace and maintain a high standard of practice.
15. Behave professionally at all times and maintain confidentiality of information.
16. Promote and safeguard the welfare of the pupils that fall under your responsibility or that you come into contact with.
17. Such other duties that the Head of English/Headteacher may reasonably and from time to time require.

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| CRITERIA | ESSENTIAL | DESIRABLE |
| Education/Training/Professional Qualifications | English Degree including Teaching Degree. Either PGCE or recognised equivalent experience – teaching and practical. | Further relevant professional qualifications and professional development work.  Teaching experience. |
| Skills and Abilities | Ability to prioritise workloads.  Ability to work on own initiative.  Ability to inspire pupils with an enthusiasm for learning.  Good interpersonal and communication skills.  Good team player.  Good IT skills. | Willing to use parental help. |
| Knowledge/Experience | Knowledge of best practice for Teaching and Learning.  Up-to-date knowledge of current learning strategies.  Professional understanding of the educational needs of children. | Evidence of teacher training and/or continuous professional development. |
| Other | Recognition of the delivery in cultures and nationalities within the school.  Willingness to be involved in extra-curricular activities including after school clubs.  Support of the school’s Catholic ethos. |  |

March 2022