

**Salary:**

Main Pay Scale

**Reports to:**

Head of English and relevant Head of Year for form tutor role (if applicable)

### Purpose of the Role:

- To communicate infectious enthusiasm for your subject and a passion for every student to fulfil their potential whatever their starting point and level of ability.

### Main Tasks and Responsibilities:

#### PRINCIPAL RESPONSIBILITIES

- To communicate infectious enthusiasm for your subject and a passion for every student to fulfil their potential whatever their starting point and level of ability.
- To fulfil the expectations of the Teacher Standards in the context of being a teacher as part of a Subject team.
- To implement and deliver an appropriately broad, balanced, relevant curriculum to meet the needs of all students.
- To monitor and support the overall progress and development of students as a teacher.
- To contribute to raising standards of student progress and attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To regularly set homework tasks in line with the homework policy and to hold students to account for its completion.
- To provide, or contribute to, oral and written assessments, snapshot reports and references relating to individual students and groups of students.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study.
- To undertake assessment of students, underpinned by the principles and practice of effective formative assessment and as requested by external examination bodies and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

#### GENERAL DUTIES

- To play a full part in the life of the school community by supporting its distinctive aims and values and to encourage students to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

### **Main Tasks and Responsibilities:**

- To carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.
  - To provide cover supervision/curriculum support where necessary.
  - To participate in the delivery of departmental extracurricular provision.
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  - To attend whole School events e.g. Open Days, Speech Day etc.
  - To provide cover and examination assistance as required.
  - To contribute to the School's Extra-Curricular and Co-Curricular programmes.
  - To carry out any reasonable task as directed by the Head of Geography.
  - To maintain confidentiality regarding handling of sensitive data pertaining to students, staff, or school related matters in order to ensure the integrity of all data held in the school.
  - To take part in regular training, including termly cyber security awareness and annual Safeguarding.

**Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the employee's line manager / Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.**

**Signed :**

**Date:**