

HEXHAM MIDDLE SCHOOL

JOB DESCRIPTION: TEACHER OF ENGLISH

SUBJECT AREA: ENGLISH

Responsible to: Curriculum Leader (English) / Assistant Headteacher

Responsibilities

Support the work of the school/department/subject as follows:

1. Teaching

To:

- Plan lessons and teach well structured lessons in the classes you are assigned to
- Teach within the context of the school's plans, curriculum and schemes of work
- Participate in arrangements for preparing students for internal and external assessments.
- Adapt teaching to respond to the strengths and needs of all pupils
- Direct and supervise support staff assigned to you or the students in your classes (e.g. LSAs)

2. Impact on educational progress of own students.

To:

- Set high expectations which inspire, motivate and challenge students
- Meet targets for the students in your assigned classes & monitor progress against these targets
- Report appropriately to parents on student progress in line with the school's assessment calendar
- Monitor standards of behaviour and apply whole school policies;
- Support the work of the school in planning and implementing strategies for improvement (including intervention and revision sessions)
- Mark work and provide written feedback to students on a regular basis and in line with the whole school policy

3. Whole School

To:

- Participate in professional development activities, maintain and develop expertise, and share this with others;
- Contribute to the development, implementation and evaluation of the school's policies, practices, and procedures in such a way as to support the School's values and vision
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Supervise, and so far as practicable teach any students where the person timetabled to take the class is not available to do so.
- Deploy any resources delegated to you
- Participate in arrangements for your own appraisal
- Communicate appropriately with pupils, parents and carers, and other colleagues in school
- Contribute to the wider life of the school either through the school's extra-curricular activity programme and/or by supporting colleagues and students with their work and development

4. Health and Safety and safeguarding

To:

- Promote the safety and well-being of students at all times (in line with school safeguarding policies)
- Ensure that health and safety procedures & guidance applicable to your subject/classes are followed

You may also be assigned other tasks, deemed appropriate by your Curriculum Leader, Assistant or deputy Headteacher or the Head of School.