



Job Description

Post Title: Teacher of English

Job Grade: MPS/UPS

Responsible to: Director of Learning - English

Job Purpose:

- To ensure that the school aims are put into practice and to lead the drive for continuous improvement.
- To promote, monitor and support student learning and be responsible for student progress and development within the English Department.
- To raise standards of student attainment, attitudes to learning and achievement in the English Department.

Key Processes

All members of the Longdean School are expected to contribute to the following processes:

- Raising student achievement
- Standards monitoring, performance tracking and intervention
- Effective deployment of resources
- Administration
- Promotion of the School/PR/Marketing
- Celebrating success
- Accountability
- Support School Improvement Planning

Key Areas of Responsibility

a) Professional Standards

- To ensure that student achievement in English is maximised.
- Uphold the school's reward & behaviour policy, attendance and punctuality policies, classroom codes & uniform regulations.

b) Teaching & learning

- Carry out teaching duties in accordance with the school's schemes of work and the defined National Curriculum.
- As a member of the English department work with colleagues and support staff to deliver units of work in a personalised way
- Ensure that suitably differentiated material and learning pathways are provided to challenge all students at the appropriate level.
- To be involved in the setting of appropriate targets for students studying English and to communicate those targets with students and parents.
- Use data to make secure judgments about the standards of students' attainment, rate of progress and personal development in English based on evidence measured against prior attainment targets.
- Identify short and long term objectives to improve the learning of students in English.
- Be accountable to the Head of Department for the progress of students in English and their attitudes to learning.

c) Assessment & Recording

- Keep records of attainment, homework set, and attendance and outline lesson plans.
- Provide reports within the school's reporting timeline and additional 'pupil progress sheets' when requested.
- Liaise with parents on students' progress using the school diary, letters, phone calls and consultation evenings.

This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document.

Please note that Longdean School operates a no smoking policy.

Longdean School is committed to safeguarding and promoting the welfare of children and young people and the successful applicant will be required to undertake DBS Disclosure at Enhanced level.