



JOB DESCRIPTION

Teacher of English and Media

Main Purpose of the Post

To provide high quality teaching to equip students with the knowledge, understanding and confidence to be successful at English Language, Literature and Media which is taught at KS3, KS4 & KS5

Specific Responsibilities of the post Include:

- Plan and teach high quality lessons by closely following agreed syllabuses and schemes of work whilst addressing the personal learning needs of each student and the objectives of the School
- Provide effective feedback to ensure students make good progress, including marking students' work on a regular basis and maintaining records to show student progression
- Strive to support every student to reach their potential through effective monitoring of student performance and the development of intervention strategies to address their performance needs if necessary
- Attend parents evening and other specific events
- Maintain up-to-date knowledge and understanding of the requirements of examination boards as well as continually develop subject knowledge over time
- Cultivate and maintain positive relationships with students, staff and parents
- Using a range of strategies to successfully manage classroom behaviour enabling all students to learn
- Manage your immediate learning environment and equipment to ensure there is a positive learning environment, conducive to learning.
- Maintain a high level of displays within the teaching room
- Enthuse and motivate students by displaying a passion for English Language and Literature
- Be responsible for and take a proactive approach to improving students' standards of literacy
- Take an active role in subject-specific extra-curricula activities

Specific Responsibilities as a member of staff:

- Be punctual for all commitments
- Committed to team work within all aspects of the School
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is given priority at all times
- Pay due regard to Health & Safety in respect of all members of the School and report matters which compromise this to the Buildings Manager
- Support the ethos of the School at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all School policies are implemented as appropriate
- Attend all meetings as directed

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the School. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed (Post Holder) **Date**

Signed (Line Manager) **Date**.....