QUEEN ELIZABETH HIGH SCHOOL

JOB DESCRIPTION: TEACHER OF ENGLISH
DEPARTMENT: ENGLISH

Responsible to: Curriculum Leader (English)

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 department's plans, curriculum and schemes of work
- Participate in arrangements for preparing students for internal and external examinations
- 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 and department policies;
- Support the work of the department 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/department 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
- Subject to paragraph 52.7 in the School teachers' pay and conditions document 2016, 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

This generic job description should be read (and followed) in conjunction with Section 52 of the School Teachers' Pay and Conditions document 2016 (available from the DfE). You may also be assigned other tasks, deemed appropriate by your Curriculum Leader or the Head of School.