**Job Description**

**Post:** Teacher of English (maternity cover)

**Purpose**

To carry out the functions of a teacher at the school in accordance with the stated aims and objectives of the school and the department.

**Duties and Responsibilities**

* In consultation with the Senior Leadership Team, plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the School Improvement Plan.
* In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students’ learning.
* Ensure that homework is set, where appropriate, and monitored.
* Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the academic potential of all students.
* Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
* Attend meetings, carry out administrative tasks and duties as specified in the bulletin, weekly What To Dos and on the school calendar.
* Facilitate the exceptional progress and well-being of any individual or group of students.
* Lead an Advisory and support students during Morning and Afternoon Meeting.
* Consistently implement all school policies.
* Participate in school meetings, practice and coaching.
* Contribute to decision-making and consultation procedures.
* Engage fully in the school appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the school’s goals and improvement plan.
* Carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.