

## OUR LADY OF SION SCHOOL

FACULTY OF ENGLISH

### TEACHER OF ENGLISH JOB DESCRIPTION

*All staff are expected to contribute to the maintenance and development of the ethos and culture of the School as outlined in the Mission Statement.*

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are also committed to being an equal opportunities employer.*

All teachers are required to carry out the professional duties set out below:

#### **Teaching**

- In conjunction with the Head of Faculty, planning and preparing stimulating courses and lessons, taking into account individual students' needs and abilities, and following appropriate programmes of study
- Devising and developing new programmes of study and teaching materials as appropriate and directed by the Head of Faculty
- Keeping up with developments in new technology and using a range of IT appropriate to the subject
- Marking work and giving prompt and constructive feedback to students
- Encouraging and motivating students to strive for the highest standards they can reach, using a range of resources and equipment appropriate to their various learning styles
- Contributing to the School's commitment to stretching the most able
- Ensuring that their own subject knowledge is kept fully up to date, including researching new topic areas
- Preparing students for public examinations by overseeing all aspects of coursework and ensuring that courses are developed in accordance with current specifications
- Supporting students in the development of sound study skills
- Creating and maintaining an environment that is conducive to learning and encourages a disciplined, positive and creative atmosphere
- Organising and participating in extra-curricular activities such as clubs, study days, competitions and enrichment days
- Organising displays of work both in the classroom and on notice boards in the common areas and for open evenings
- Supporting the Head of Faculty in the dispensation of their duties

- Assisting in planning and implementing the School's enrichment and value added programme
- Working closely with the Head of Faculty to achieve excellence in all aspects of teaching and learning

#### **Assessment and Reporting**

- Maintaining accurate records in accordance with the School's practice regarding attendance, tracking progress and achievement
- Updating data held in Assessment Manager (SIMS) as required
- Completing and submitting written reports and grade sheets at the appropriate time and within the prescribed deadlines
- Providing or contributing to oral and written assessments, including interim reports
- Making appointments and communicating with parents at relevant Parents' Evenings

#### **Communication/Pastoral**

- Undertaking pastoral duties, such as the role of form tutor, as required (see separate document)
- Following the school's procedures as described in the Staff Handbook in order to communicate matters of concern to the Pastoral Team (Form Teachers, Year coordinators and Senior Staff) as appropriate
- Working with the pastoral team in monitoring the general progress and well-being of individual pupils
- Communicating subject-specific matters of concern to the appropriate Faculty Head
- Communicating and consulting with parents as appropriate and completing written records of such interviews
- Attending assemblies, staff meetings, faculty meetings and other meetings as required
- Providing information to those responsible for communicating with parents and the wider community regarding subject-related events, news or achievements of note
- Contributing to a termly report on activities in the relevant subject area for Head of Faculty to forward for inclusion in the Governors' Report
- Liaising with other professionals as required

#### **Staff Development**

- Participating in the School's programme of staff development and performance management, including lesson observation
- Contributing to initiatives relating to the sharing of good practice
- Regularly reviewing methods of teaching and schemes of work
- Attending and participating in INSET days
- Making arrangements for further training and professional development through attending appropriate courses, in consultation with the Head of Faculty

#### **Health and Safety**

- Maintaining and applying the Health and Safety policy for the department, reporting any specific Health and Safety concerns, risks or accidents as appropriate

- Ensuring teaching areas both inside and outside are tidy, well ordered and a safe environment for teaching and learning
- Ensure a suitable risk assessment is undertaken prior to any practical or demonstration work
- Maintaining good order and discipline among pupils in accordance with the policies of the School and safeguarding their health and safety both on School premises and when they are engaged in authorised activities elsewhere

**Absence/Cover/Duties**

- Ensuring that any request for absence, for any reason, is given to the Headmaster in good time and relevant procedures are followed thereafter. This includes reporting of unforeseen absence as it occurs
- Supervising any pupils whose teacher is not available in accordance with the school's normal "cover" practice
- Carrying out regular or occasional duties as allocated by the Deputy Headmaster
- To carry out other responsibilities as they are identified and that would be considered reasonable