

## **JOB DESCRIPTION**

### **ENGLISH TEACHER**

**REPORTS TO: HEAD OF ENGLISH AND DEPUTY HEAD ACADEMIC**

#### **MAIN PURPOSE:**

To support the Head of English in the teaching of English across Years 4 -6, inspiring a love of English within all pupils, developing competent literacy skills such as spelling, punctuation and grammar, comprehension, oracy and creative writing. Contributing to all departmental administration and the development of the English curriculum and scheme of work. Preparing children suitably for all 11+ transfer tests to senior schools in Year 6.

#### **RESPONSIBILITIES:**

##### **ENGLISH TEACHER ROLE:**

1. To inspire English teaching across your classes, setting high expectations for standards of literacy.
2. To follow departmental administration and guidance (Department Handbook and Development Plan) and contribute to annual reviews and updates.
3. To teach engaging English lessons which blend the National Curriculum with 11+ requirements and ensures suitable progression from year to year.
4. To ensure that the English curriculum is accessible to all pupils from those with SEND to those needing extension and scholarship preparation.
5. To attend departmental meetings and offer advice and support on the teaching of English to all colleagues within the department.
6. To keep up to date with any developments in the teaching of English and share these within the department, particularly with relevance to 11+ and senior school entrance examinations.
7. To assist with English based inset to colleagues.
8. To offer enrichment activities and opportunities linked to English. (Themed weeks, Prose & Verse competition and WBD activities)
9. To liaise with neighbouring schools through English focused activities and competitions and develop partnership and charitable benefit opportunities.
10. To recommend suitable IT resources to support the teaching and practice of English for teachers and pupils.

11. To promote the subject and pupil achievements through the school's marketing channels and information sessions to parents.
12. To demonstrate a willingness to attend English Inset and courses with a view to training to become a future Head of English.
13. To offer an English based extracurricular activity such as debating or public speaking.

#### **TEACHING:**

1. To teach inspirational English lessons to different sets from Y4-Y6.
2. To prepare children suitably for any assessments they will face for transition to secondary schools, including scholarship preparation and support.
3. To offer booster and extension classes where required.
4. To integrate assessment effectively into teaching and learning within the subject and keep a record of pupils' progress.
5. To demonstrate a passion for English that will enthuse pupils, parents and colleagues.
6. To provide appropriate progress reviews to parents through reports and attendance at parents' evenings.
7. To plan and mark as per the school's stated policies.
8. To set homework and independent tasks as required.
9. To utilise technology and practical resources appropriately within your teaching to extend and reinforce pupil understanding and application of English concepts.
10. To contribute to setting discussions.

#### **BROADER RESPONSIBILITIES:**

1. To support the aims and ethos of the school and carry out the school's strategic plan.
2. To contribute to the school's pastoral care and show a commitment to safeguarding and pupil wellbeing, which may involve a form tutor pastoral role.
3. To contribute to the school's co-curricular and activity programme, maybe including involvement in residential trips.
4. To act professionally and as a role model at all times in line with the Teaching Standards and school expectations.
5. To treat all members of the community with fairness and respect.
6. To carry out duties as and when required.
7. To attend all meetings, inset and parents' evenings as directed.
8. To engage in the school's appraisal process and show a willingness to participate in CPD.

This is not an exhaustive list and may be reviewed and amended at the discretion of the Head and Senior Leadership Team.