

Codsall Community High School: Teacher Job Description

Post Title	Development Teacher for English
Purpose	<ul style="list-style-type: none"> • To deliver high quality lessons within English. • To secure excellent progress, interest and enjoyment in English for own classes. • To develop the quality of education (the curriculum, teaching, learning, assessment and support) in English.
Reporting to	Lead Teacher for English
Liaising with	Teachers, relevant staff and parents.
School policies and planning	<ul style="list-style-type: none"> • To implement all relevant federation and school policies. • To contribute to the Team Improvement Plan for English and its implementation. • To contribute to the implementation of the school Team Improvement Plans.
Curriculum planning	<ul style="list-style-type: none"> • To produce high quality teaching plans and supporting resources for own classes. • To share planning and resources with other English teachers within the school. • To run a weekly club and organise annual visits to increase interest and progress in English.
Assessment	<ul style="list-style-type: none"> • To share model answers with students so they can assess their own and the work of their peers so they know what they need to do to improve. • To provide students with feedback to their milestone assessments so they know what they need to do to improve. • To maintain appropriate paper based and electronic records on SIMS. • To track student progress and use information to inform teaching and learning.
Teaching and learning	<ul style="list-style-type: none"> • To visit outstanding English departments to make links and learn from best practice. • To consistently demonstrate outstanding practice in teaching and learning in English that leads to high levels of progress, interest and enjoyment. • To support colleagues in the department to develop their teaching, learning and assessment so it meets or exceeds the career stage expectations for all teachers.
Support	<ul style="list-style-type: none"> • To organise extra lessons for students who need to catch up.
Communication	<ul style="list-style-type: none"> • To ensure effective communication with parents of students. • To contribute to marketing activities and to promote English. • To liaise with higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
Leadership and management	<ul style="list-style-type: none"> • To write, with the Lead Teacher for English and other members of the department, the Team Improvement Plan for English and contribute to its implementation. • To contribute to the creation of a positive learning environment within the department.
Pastoral system	<ul style="list-style-type: none"> • To register students in a tutor group, encourage their full attendance and their full participation in all aspects of school life. • To monitor attendance, achievement and behaviour and support its development for students in a tutor group. • To deliver PSHEE during tutor time. • To communicate with parents and people concerned with the welfare of students.
Safeguarding and equal opportunities	<ul style="list-style-type: none"> • To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • To be aware of, support and ensure equal opportunities for all. • To contribute to the overall ethos, work and aims of the school
Additional duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its vision, mission and ethos and to encourage staff and students to follow this example. • To undertake any other duty as specified in the STRB not mentioned above. • Every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
<p>This job description is current at the date shown below, but in consultation with you, may be changed by the Executive Headteacher to reflect changes to job or school priorities, commensurate with the grade and job title.</p>	

Date: _____

Signed: _____

Name: _____

Line Manager: _____