

# Swanmead Community School

## English Teacher - Job Description

**Name:**  
**Post:** English Teacher  
**Grade** Teachers' Main Scale  
**Contract** Temporary, Part time.  
**Responsible to:** Headteacher  
**Job function:** To develop and support whole school policy and practice in order to achieve the highest standards in whole school teaching and learning.

### 1. Employee responsibilities

- 1.1 All employees have a responsibility for demonstrating commitment to safeguarding and promoting the welfare of children.
- 1.2 All employees have a responsibility to care for their own and others well being.
- 1.3 All employees have a responsibility to work within the Schools' Health and Safety Policy and undertake risk assessments as appropriate.
- 1.4 All employees have a responsibility for their professional development and their participation in the school's self-evaluation and annual Performance Management/Appraisal process.
- 1.5 This job description will be reviewed annually as part of the Performance Management process.

### 2. Professional responsibilities

These are defined in the School Teachers' Pay and Conditions Document, Section 2, Part XII. The key expectations are:

To teach in accordance with the National Curriculum and SACRE guidelines, the School Success Plan and Governor School Policies. To undertake the pastoral and administrative duties in respect of pupils in your teaching groups and the responsibilities as defined in the Staff handbook. These duties relate to:

- 2.1 To plan and prepare work in accordance with the agreed scheme of work and national guidelines.
- 2.2 To set and regularly mark class and homework as defined in school policies.
- 2.3 To assess, record and report on the progress and achievement of pupils as defined in the School Assessment, Recording and Reporting Policy.
- 2.4 To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- 2.5 To carry out supervision of pupils as detailed by members of the school management team and posted on the duty rota.
- 2.6 To actively participate in meetings with parents and colleagues at school that relate to the administration, organisation and curriculum of the school.
- 2.7 To keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post.
- 2.8 To assist with the running of house activities.

To undertake other such duties as may arise from time to time after appropriate consultation.

Signed:  
Date

Signed:  
Head teacher