



SHEBBEAR COLLEGE

Job Description: Teacher of English

Reporting to: Head of English and Languages

Generic Teacher Job Description

- Develop lesson plans which meet established school and exam board models
- Adapt and reassess lesson plans to meet specific pupil needs, comply with newly implemented guidelines or rules, and update relevant information and include new developments in education
- Manage the diverse ability levels of pupils
- Adapt curriculum to fit pupil needs while maintaining overall class progress
- Possess and continually develop working knowledge of the subjects taught and methods of proving progress
- Assess and record pupil progress and development, while identifying problem areas and areas which need attention and improvement
- Provide a safe, positive learning environment for pupils
- Communicate with any and all other staff members who engage with pupils
- Communicate with parents as per school guidelines on a regular basis, including the completion of pupil progress reports and informing parents of requisite pupil discipline
- Attend at least two parents evenings per year group each academic year
- Complete appropriate UCAS/higher education/apprenticeship references for pupils
- Maintain positive working relationships with pupils in line with the college's behaviour management policy
- Provide pastoral care and promote progress for pupils in a tutor group
- Contribute to house events, embrace and promote a positive house ethos
- Show a commitment to continuing professional development
- Attend and contribute to INSET prior to the start of each term
- Be available on public exam results days in the summer holiday to support pupils and advise colleagues
- Promote your subject beyond the regular classroom curriculum including trips, visiting speakers and competitions as appropriate
- Attend and contribute to twilight whole school, faculty and house meetings
- Attend whole school break time briefings twice a week
- Undertake regular weekly duties as directed by HsM and/or Deputy Head
- Commit to at least ten Saturday/Sunday duties across the school year
- Contribute to the marketing of the school through whole school and year group specific open mornings, information evenings and events
- Check all public examination entries in collaboration with Head of Faculty
- Any other reasonable request from the Head, Senior Deputy Head or Deputy Head Academic

In addition the responsibilities of the Teacher of English are to:

Subject Specific Teacher Job Description

- Be highly creative and organised, committed and passionate about teaching English
- Collaborate with other members of staff within the faculty
- Develop confidence and skills within our pupils in a friendly, approachable and effective manner
- Have a strong understanding of the GCSE and A level examination criteria as appropriate
- Arrange appropriate trips and visits
- Support pupils with their further and higher education ambitions when linked to English courses or careers
- Produce and update appropriate schemes of learning
- Work with the Head of Marketing & Admissions to promote English inside and outside school and to identify potential scholarship candidates
- Work with the Head of Faculty on projects and events

This list is not exhaustive and is subject to change. The Teacher of English will be expected to fulfil any reasonable request made by the Head, Senior Deputy Head and Deputy Head (Academic)