

JOB DESCRIPTION

Job Title:	English Teacher
Reports To:	Head of English
Purpose of Job:	To teach English to pupils in Years 5 to 11 to ensure that each child reaches their potential in the subject.
Responsible for:	Ensuring the best possible practices are used in all areas of English curricular learning through providing a balanced, progressive and challenging curriculum that is accessible to all pupils.

Main Duties and Responsibilities

- Plan, as part of the English faculty team, a balanced, progressive and challenging curriculum, accessible to all pupils, utilising the syllabus adopted by the school.
- Understand and adapt to the needs of all pupils, including those with special educational needs, gifted and talented, EAL; use and evaluate distinctive teaching approaches to engage, support and nurture them.
- Set high but appropriate expectations, instilling a love of learning that motivates and challenges all pupils to achieve their potential with increasing initiative and independence.
- Set targets designed to secure good progress for all pupils.
- Make accurate and productive use of any relevant standardised assessment data.
- Track and assess the progress of all pupils, using an appropriate range of observation, assessment, monitoring and recording strategies; liaise with Head of English, Head of Learning Support and Deputy Head Academic when appropriate.
- Be accountable for the attainment, progress and outcomes of pupils.
- Be responsible for preparing pupils identified in Years 6, 7 and 8 as taking pre-tests for secondary schools and preparing Year 8 pupils for Common Entrance and Scholarship where appropriate.
- Provide pupils with regular feedback according to school and faculty policy, both orally and through accurate marking, and encourage pupils to act on feedback and reflect on progress.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Maintain records of pupils' achievements according to school policy.
- Ensure all assessment records are kept up-to-date and accessible.
- Make use of ICT in the classroom to broaden and deepen learning.
- Provide evidence of planning to those responsible for monitoring.
- Report to parents on pupils' progress and attainment, as well as attitude to learning, through parents' evenings and written reports.

Classroom management and organisation

- Establish a safe, purposeful and stimulating environment for pupils, with high expectations of behaviours to support learning.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour that are expected of pupils.
- Provide a well-organised and tidy environment so that materials and equipment can be accessed by pupils.
- Provide materials and equipment that are in good condition, suitable for the various tasks and respected by the children.
- Use displays of children's work and other materials to promote high standards.

General Responsibilities

- To attend and take assemblies in accordance with prepared rotas.
- To attend staff meetings, departmental meetings and liaise and co-operate with colleagues on whole school matters.
- To take a full and active part in the co-curricular programme including after school clubs.
- To attend staff training days and other functions, which may fall outside normal school hours.
- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
- To cover for absent colleagues, when required.
- To attend parents' consultation meetings and liaise with parents informally, as appropriate.
- To ensure that you are familiar (with all school policies and the contents of the staff handbook
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Display correct staff identification at all times whilst on site.
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Deputy Head of Operations.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification – English Teacher

Criteria	Essential	Desirable
Education and Qualifications	Good Honours Degree.	QTS / PGCE. English Degree.
Knowledge and skills	Outstanding classroom practitioner. Experience in schools, to include working with children of ages 7-16 years old. A sound understanding of pedagogy and assessment in English and of strategies that will contribute to developing the English curriculum. High degree of computer literacy, especially in Microsoft Office, applications to use for planning, teaching and assessment purposes, inspiring young learners to use all available technology effectively. Evidence of a commitment to professional development.	Experience of teaching English to Key Stage 4.
Personal competencies and qualities	Enthusiastic and positive mindset about learning and teaching. Commitment to maintaining the highest standards in classroom delivery. Ability to communicate succinctly and effectively both orally and in writing, using appropriate language. Friendly and approachable with a can-do mind-set. Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations. High degree of personal motivation, initiative, energy, creativity and drive. Ability to build good relationships with parents and colleagues, including working well within a team and an ability to take direction.	

	Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion. Capacity to think strategically.	
Other requirements	Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults. Flexible approach to working hours. Empathy with the ethos and aims of St Hugh's. Willingness to be involved in the co-curricular life of the school.	

Reviewed: October 2026