

**Job Description**

Teacher of *English & Media*

**GRADE: MPS / UPS**

**RESPONSIBLE TO: Curriculum lead**

**PATTERN: Full time, Permanent**

**Key Purpose**

To carry out the professional duties of an English & Media teacher, as circumstances may require and in accordance with the school’s policies, under the direction of the line manager. The English department is a key curriculum area in the school. To be a specialist in English and can teach up to KS3 in another subject.

**Teaching, Learning and Assessment:**

* To deliver consistently high-quality lessons that reflect the Chiltern Hills Academy ‘Features of Great Teaching
* To ensure that best practice is shared within the curriculum team and beyond.
* Supporting a successful learning environment by using Academy procedures (rewards and behaviour ladder)
* Encouraging ‘The CHA Way’ regarding kindness, punctuality, behaviour, standards of work and homework
* Mark and monitor students' work and set targets for progress.
* Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving.
* Present informative verbal evidence informed reports and next steps to parents during consultation evenings

# **Pastoral Duties**

* To take on the role of form tutor to an assigned group of students.
* Promote the general progress and well-being of individual students and the tutor group.
* Deliver the pastoral curriculum provided during form time.
* Liaise with the pastoral team to ensure the implementation of the school's pastoral system.
* Support student development through communication, building relationships with parents, supporting attendance and wellbeing.
* Deliver Life Skills curriculum (PSHE) according to school policy.
* Recognise the importance of safeguarding in education and follow the school Child Protection policy;
* Take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and events
* Take responsibility for own professional development and duties in relation to school policies and practices
* Liaise effectively with parents and governors;
* Work within the school’s Health & Safety Policy.

**English**

* Teach English to pupils at KS3 and KS4
* Teaching up to GCSE level would be advantageous in another subject.
* Support pupils through both the curriculum and additional opportunities for English enabling excellent progress beyond expectations.
* Have the highest aspirations and expectations regards quality of pupils’ work.
* Contribute to the ongoing development of the curriculum.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities.