



REDBORNE SCHOOL AND COMMUNITY COLLEGE

JOB DESCRIPTION

JOB TITLE:	English Teacher
RESPONSIBLE TO:	Headteacher
LINE MANAGER:	Head of Department

SUBJECT TEACHER: Main duties and responsibilities

LINE MANAGER: Head of Faculty

1. To plan and prepare courses and lessons.
2. To teach, according to their educational needs, those students assigned to the teacher.
3. To set and mark homework.
4. To assess, record and report (including oral and written assessments, reports and references) on the development, progress and attainment of students, in each case having regard to the curriculum of the school.
5. To communicate and consult with the parents/guardians of students.
6. To communicate and cooperate with persons or bodies outside the school.
7. To participate in meetings arranged for any of the purposes described above.
8. To review from time to time teaching methods and programmes of work.
9. To participate in arrangements for further training and professional development.
10. To advise and cooperate with other colleagues (individually or in groups) on the preparation and development of schemes of work and materials for teaching and/or assessment.
11. To ensure good behaviour amongst students and safeguard their health and safety both when they are authorised to be on school premises and when engaged in authorised school activities elsewhere.
12. To participate in meetings and briefings at the school relating to the curriculum or the administration or organisation of the school.
13. To participate in arrangements for preparing students for public examination, recording and reporting relevant assessments, participating in arrangements for student presentations and supervision during internal and external examinations.
14. To assist, where appropriate, in the induction of students and newly qualified teachers.
15. To participate, as required, in the review, development and management of activities relating to the functions of the school.
16. To register the attendance of students in class.
17. To supervise students as a member of one of the duty teams identified each term.

FORM TUTOR : **Main duties and responsibilities (years 9 to 11)**
LINE MANAGER : **Head of Year**

- Get to know the students in your tutor group and foster positive working relationships in order to help guide them to success.
- Assist the year team with the pastoral care of the students in your group.
- Promote positive attitudes to school and the wider community through effective delivery of a tutorial programme.
- Support and encourage the learning of all students in your group.
- Promote the ethos of the school – ‘Be Ready, Be Respectful, Be Safe’ and help students become TERRIFIC.
- Take the register once a day during morning registration.
- Assist the year team in promoting good attendance and punctuality and check uniform compliance regularly, taking action in line with the uniform protocol
- Attend tutor meetings when required.
- Attend parents evenings when required.
- Contribute a pastoral comment to the reports of your students.
- Liaise with parents /carers and be the first port of call for parental enquiries.
- Facilitate and assist students in achieving the Redborne Award.
- Contribute to the cleanliness of the school by carrying out a litter pick with your group as the rota demands.

OTHER DUTIES AND RESPONSIBILITIES:

1. To comply with Redborne’s commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. The post holder must at all times carry out his/her job responsibilities with due regard to Equal Opportunities'.
4. To undertake any other duties of a similar level and responsibility as may be required.