



VERULAM
SCHOOL

Headteacher: Julie Richardson

Brampton Road
St Albans
Hertfordshire
AL1 4PR
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JOB DESCRIPTION

Job title: Teacher of English
Accountable to: Head of Department
Salary: MPS / UPS + Fringe – Applications from ECTs welcome
Start Date: September 2022

1. Teach the subject specialism and other areas where required, in accordance with the school timetable, the school's teaching and learning policy and be an active part of the curriculum team.
2. Management of students in a curriculum area with maintenance of all relevant data.
3. Building strong home – school links.
4. Delivery of a curricular programme through timetabled lessons, other areas of the curriculum and extended curriculum, e.g. trips or clubs.
5. Maintenance of a positive disciplinary system.
6. Safeguard students and follow school policies on Child Protection and Safeguarding at all times.
7. To act as a Form Tutor for a specified group of students, monitoring and promoting their academic and pastoral well-being.

Key Tasks

1. Maintain, monitor and raise the standards of attainment for the subject area.
2. Liaise and meet with Head of Department or Faculty or form tutor as necessary regarding pupil progress.
3. Attend and actively participate in department, staff and staff development meetings, including the discussion of academic achievement and progress.
4. Monitor the attendance, punctuality and academic performance of students in their subject area, liaising with the SENDCO and other external support services where appropriate.
5. Report to the Head of Department or Faculty on the quality of student presentation, class work and homework through regular monitoring.

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6. Publicise and monitor the extra – curricular opportunities within school.
7. Administer the school’s behaviour policies and procedures, setting and overseeing the distribution of rewards and sanctions and report back to HOD / HOF on development and progress in order to improve achievement.
8. Maintain good communications between the school and parents / guardians when necessary and called upon to do so.
9. Maintain good classroom management in line with the Department, Faculty and whole school policies.
10. Effectively plan and deliver the schemes of work for that subject area through the setting and marking of class work and homework, ensuring regular, appropriate assessment opportunities take place as well as the implementation of whole school policies, reporting back to HOD / HOF on progress.
11. Plan, deliver, mark and moderate where necessary the examinations syllabus.
12. Maintain, organise and share attainment data with staff and parents, preparing reports, attending and participating in Consultation Evenings.
13. Participate in the Performance Review process of the department and the school.
14. To manage and keep in good repair the rooms and resources utilised.
15. To be work as form tutor taking a lead role on attendance, pastoral needs and welfare for a group of students.
16. To be an active member of a duty team.

General responsibilities common to all staff:

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Safeguarding, Equal Opportunities and Health and Safety.
- To promote positive student conduct
- To deal with all personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
- To participate in the School’s performance management process
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
- To undertake training and development relevant to the post

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to comply with the general conditions of employment of school teachers as defined by the latest DfES Pay and Conditions Document.

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