

Job Description				
Role Title	Typically reports t	Typically reports to		
Teacher of English and Drama	Curriculum Leader	Curriculum Leader for English		
JE Code	Grade	Date of profile		
	TMPS/UPS	January 2024		

Purpose of the role (job statement)

Main purpose of the job:

- To deliver high quality teaching and learning to students in Key Stages 3 and 4...
- Ensure the effective implementation of the English and Drama curriculum.
- To contribute to the development of the curriculum area in collaboration with the Curriculum Leader for English.
- To help students develop their skills and reach their potential through the effective delivery of the curriculum.
- To contribute to the extra-curricular experiences of the students across the school.

Main Duties and Responsibilities: -

Duties and responsibilities in addition to the responsibilities of Class Teacher, as set out by the Class Teacher job description and the school teachers' pay and conditions document, the holder of this post is expected to carry out the professional duties described below, as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

Main Duties:

- 1. To undertake an agreed teaching commitment that develops students' knowledge, skills and understanding.
- 2. To enthuse, engage and motivate students to learn and foster their curiosity and enthusiasm for learning.
- 3. To plan, prepare and deliver a range of lessons maintaining a high-quality learning environment.
- 4. To provide timely assessments, appropriate feedback and recording of students' progress, development and attainment in order that students understand how to improve their learning.
- 5. To contribute to the achievement of retention and success targets for courses that you teach.
- 6. To be pro-active and involved in curriculum development within the department.
- 7. To participate in arrangements for performance review and staff development activities and events.
- 8. To contribute to subject related extracurricular activities, such as external speakers, trips and visits.
- 9. To apply and maintain Health and Safety guidelines across the department.
- 10. To participate in departmental meetings and others as required by Line manager
- 11. To produce written student progress reports and participate in parents' evenings.



- 12. To be responsible for promoting and safeguarding the welfare of children and young persons in line with CCC policies and procedures.
- 13. To undertake assigned responsibilities effectively and efficiently within regulatory and legislative requirements.



Person Specification				
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	4	
Skills Knowledge Aptitudes	 Current experience of teaching English and Drama at KS3 Current experience of teaching English and Drama at KS4 	E D	A I A I	
Qualificatio ns and Training	 Qualified Teacher Status Good degree in the relevant subject/subjects. English and maths or similar ate GCSE grade A-C or equivalent. 	E E E	A A A	
Experience	 Excellent classroom practitioner with evidence of impact at KS3 and 4 Proven track record of good examination outcomes at KS4/5 Excellent behaviour management A good understanding of current thinking about teaching and learning. Knowledge of the uses of ICT as a teaching and learning tool An effective communicator – verbal and written, to individuals, and groups Able to foster an open, fair and equitable culture, enthuse and motivate staff and students. Experience of leading innovative curriculum development Taught (preferably across the ability range) at KS3 and KS4 Excellent record of attendance and punctuality. Experience develops 	E D E E E D E D	A I A I A I A I A I A I	
Disposition	 Passion for teaching and learning Totally professional at all times Reflective and self-evaluative Ability consistently to create to a welcoming and supportive environment for students Commitment to working with students of all abilities and all backgrounds. Excellent organisational and time management skills and an ability to prioritise. Ability to have a robust approach to work demands A thorough knowledge and understanding of how children learn, develop and progress through life stages and events Commitment to modelling and living out the college values of aspiration, care, community, integrity, perseverance and respect 		A I A I A I A I A I	



	Awareness of and commitment to equality and how equalities and inclusion policies are implemented in	E	Al		
	schools. • Knowledge about the importance of health and safety and	E	Al		
General	 the role of the individual in promoting and safeguarding the welfare of the pupil. Good understanding of and commitment to child protection 		Al		
	procedures Be prepared to develop and learn in the role	E	Al		
Conditions of Service					
National J	oint Council				

Signature of post holder	D	ate	1	1	
Signature of headteacher	D	Date	1	1	

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

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.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.