



Job Description

Role Title	Typically reports to	
Teacher of English and Drama	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.



General	<ul style="list-style-type: none"> • Awareness of and commitment to equality and how equalities and inclusion policies are implemented in schools. 	E	AI
	<ul style="list-style-type: none"> • Knowledge about the importance of health and safety and the role of the individual in promoting and safeguarding the welfare of the pupil. 	E	AI
	<ul style="list-style-type: none"> • Good understanding of and commitment to child protection procedures 	E	AI
	<ul style="list-style-type: none"> • Be prepared to develop and learn in the role 	E	AI
Conditions of Service			
National Joint Council			

Signature of post holder		Date	/ /
Signature of headteacher		Date	/ /

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.

