**KENT COUNTY COUNCIL – BOWER GROVE SCHOOL**

**JOB DESCRIPTION**

**NAME:**

**JOB TITLE:** KS3/4 English Teacher

**LINE MANAGER:** English Subject Leader

**PAY SCALE:** MPS / UPS + SENA (depending on experience)

## Professional Duties related to your post

* You are required to carry out the duties of a school teacher as set out in the *School Teachers’ Pay and Conditions Document*, issued by the DFE. This appointment is subject to policies and procedures established by the Governors of the School.
* To be a member of the Key Stage 3 and 4 team and to participate in regular team meetings to discuss KS policy and new initiatives.
* To maintain planning, assessment and reporting records in accordance with school and subject policies.
* To undertake the responsibility for the welfare and educational attainments of your form group and to maintain strong links with parents.
* To be involved in target setting and to monitor and report on progress and standards achieved in your curriculum areas.
* To undertake professional duties expected within the Appraisal process.
* To share in the corporate responsibility for the well being and discipline of all pupils and to participate in the extra curricular and/or annual residential programme.
* To plan for, organise and manage designated Learning Support Assistants.
* To liaise with parents, relevant staff and other professionals as necessary to ensure optimum outcomes for the pupils.
* To undertake appraisals for the LSA’s in your team.

## Curriculum

* In liaison with other staff, maintain programmes of work.
* To contribute to monitoring the continuity and progression of learning, planning, assessing and reporting.
* To maintain an overview of the curriculum area through regular reading, attendance at relevant INSET and other appropriate activities.
* To contribute to development plans for these subject areas.
* To assist other staff in the development of Literacy across the curriculum through ensuring appropriate inset, support and advice is provided.

This job description will be reviewed on an annual basis through the Appraisal process. In addition it may be amended at any time after consultation with the Headteacher.

Signed: …………………………………………. Date: …………………………………..

Signed: …………………………………………. Headteacher