



DOVER GRAMMAR SCHOOL FOR BOYS

Job Description for Teacher of English (Temporary)

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Specific Duties	
Post	Teacher of English
Main Duties	▪ Teaching KS3 and KS4 ▪ Form Tutor
Contract Type	Temporary Contract (January 2026 to March 2026 – Terms 3 and 4)
Line Management	Line managed by Subject Leader for English

Generic Responsibilities	
Responsibilities:	Teaching & Learning • To prepare and teach lessons to the teaching groups assigned by the Subject Leader using methods appropriate to the age and ability of each individual student • To ensure that lesson plans include clear differentiation to cater for students of all abilities • To undertake assessment of student progress, setting targets and monitoring performance in line with school and departmental policies • To participate with the Subject Leader and other colleagues in the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge students of all abilities, and should cater for all learning styles • To set and assess meaningful homework on a regular basis according to the school homework policy • To maintain an up to date knowledge of the subject and utilise a range of teaching methods in line with currently acknowledged best

	practice - To actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities Management and Assessment - To register each class using the electronic registration system according to school procedures - To keep appropriate records and to complete assessments and reports for students as required by the whole school policy - To monitor and control the use and storage of teaching materials, books and equipment - To supervise the use and care of the school fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations - To take responsibility for particular aspects of the subject(s) in consultation with the Subject Leader - To maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience - To assist in seeking ways of deploying resources to the maximum benefit of the students - To ensure that equipment and books are maintained in accordance with school policies
Communications / Meetings:	- To alert Subject Leaders and Tutors/Directors of Key Stages to problems arising with individual students in accordance with whole school policies - To participate actively in meetings with colleagues and parents - To attend CPD sessions as agreed with your line manager - To actively research new methods of teaching, to pilot them and to report back on their effectiveness
Additional Duties:	- To undertake whole School duties as outlined each year - To continue personal development as agreed at appraisal - To engage actively in the performance review process. - To address the appraisal targets set by the line manager - To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above - To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example - To promote actively the School's corporate policies - To comply with the School's Health and Safety policy and undertake risk assessments as appropriate - To show a record of excellent attendance and punctuality. - To adhere to the School's policies
Responsible For:	Not Applicable
Liaising With:	Headteacher, Senior Leadership Group, Extended Leadership Group, Subject Leaders and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents, Governors and outside agencies as required.
Disclosure Level:	Enhanced

