



**Assumption Grammar School**  
*Specialist School for Music with Physical Education*  
**Fully Alive**

## **JOB DESCRIPTION**

**TEACHER OF ENGLISH TO GCSE LEVEL**  
**with the ability to teach another subject on the school's curriculum**  
**Temporary Part Time - 3 Days Per Week**  
**1 September 2026-31 August 2027**

In line with the School Development Plan, the teacher, in liaison with the Head of Department, will contribute to the raising of standards and achievements by effectively monitoring, evaluating and reviewing all aspects of the departments. This Self Evaluation process will be carried out by using the quality indicators in Every School a Good School (2009), the Inspection and Self Evaluation Framework (2017) and Empowering Improvement (2024).

### **EFFECTIVE LEADERSHIP**

In carrying out their responsibilities as a Classroom Leader, the teacher should keep in view the aims of the school and its Catholic ethos. They should also ensure that the aims of the departments are in line with the School Development Plan, overseen by the Head of Department.

The teacher will be responsible for providing dynamic and effective leadership within their classroom and in liaison with the Head of Department, within the school. The teacher is directly responsible to the Head of Department who is responsible to the Principal for all matters pertaining to the curriculum in the school and is expected to ensure high standards.

The teacher will be responsible for encouraging the development of the subjects within their classroom and beyond in order to ensure the highest quality of teaching and learning within these areas. They will engage in a process of Self Evaluation for improvement, led by the Head of Department, and employ effective target setting measures for all concerned.

### **HIGH QUALITY LEARNING AND TEACHING**

To achieve this objective, they will be expected to engage in the following aspects of the Departments, led by the Head of Department:

#### **Programmes of Study/Examinations**

The Classroom Teacher, in liaison with the Head of Department, will:

- Oversee Quality Assurance within their classroom. They will ensure a robust approach to:
  - Self-Evaluation
  - Standardisation
  - Book Looks
  - Data Analysis
  - Lesson Observations
  - Pupil Voice
- Contribute regularly to Schemes of Work for the Departments each year. This should also include an evaluation of: Homework Policy, Strategies for the use of ICT in the Department, Departmental Annual Focus in line with the School Development Plan, Literacy and Numeracy Policy, Study Skills Strategy, Assessment for Learning, Assessment Policy, SEN Policy, CEIAG Policy, Identification of Cross-Curricular Skills and Personal Capabilities and Thinking Skills in Key Stage 3 Schemes of Work.
- Set and maintain a high standard of work in their classroom and ensure that the above schemes/courses are successfully delivered.
- Engage in effective Data Analysis of Assessment, Results and Performance.

- Contribute to Identification of Need strategies within the Departments and access of additional support mechanisms when appropriate.
- Monitor and evaluate the curriculum area/Departments in line with agreed school procedures including evaluation against quality standards and performance criteria.

#### **Members of Departments / Liaison with Senior Leadership Team**

The Classroom Teacher, in liaison with the Head of Department, will:

- Keep abreast of curriculum development and up to date with professional development and in-service training.
- Contribute to a sharing culture of resources and practice with the Department.
- Attend and participate in departmental meetings with prepared agenda according to school policy. This agenda should include:
  - formulation of departmental policy, departmental planning;
  - review and evaluation of what is taught and how it is taught;
  - awareness of learning styles;
  - annual focus for development and improvement;
  - analysis of results of tests (including diagnostic testing) and examinations and strategies for tackling areas of weakness;
  - target setting and strategies to maintain and improve departmental and individual pupil performance;
  - discussion of challenges that may arise regarding the progress of pupils;
  - consistent reporting, where relevant, from members on in-service courses attended;
  - discussion of strategies for encouraging pupils and celebrating their successes;
  - implementing strategies and Individual Educational Plans to support SEN and Gifted and Talented pupils;
  - collation of comment banks for reporting where relevant;
  - any other business pertaining to the Departments.
- Complete the required ICT training.
- Ensure that ICT is used effectively within their classroom teaching and keep up to date with developments in this field.
- Ensure the practice of self-review and evaluation within their classroom is integral to the teaching process.
- Participate in Performance Review and Staff Development (PRSD).
- Participate in school trips which are of educational value to pupil learning.

#### **CHILD CENTRED PROVISION**

The primary role of all teachers is Pastoral. The teacher will, in liaison with the Head of Department, take an active role in supporting the academic wellbeing of all their students. They will identify academic areas of need and will communicate with parents accordingly.

#### **Responsibility for Pupils and for Teaching and Learning**

The Classroom Teacher, in liaison with the Head of Department, will:

- Ensure regular testing and evaluation of pupils' work and participate in such assessment procedures as the KS3, GCSE, AS and A2 level specifications and school policy when required.
- Participate in the setting, marking and standardisation of all internal examinations, including interim tests.
- Contribute to the Departmental Homework and Marking Policy in line with the Assessment Policy, which should reflect an emphasis on marking for improvement and target setting. Ensure regularity of setting and marking of homework and standards of marking in line with the Department's Homework Policy, its Literacy Policy and the school's policies in these areas.
- Ensure the Head of Department and Year Heads are kept informed of any pupil whose progress or attitude to work is causing concern and that continuing support is provided.
- Encourage pupils to enter for a wide range of competitions.
- Participate in the extracurricular activities of the Department.
- Ensure that the school and departmental policy on Health and Safety is complied with fully.

### **Resources**

#### **Equipment**

- Ensure care and maintenance of equipment in the Department.

#### **Books/Class Materials**

- Ensure that all books are returned by pupils.

#### **Library List**

- Return library books according to the arrangements of the Librarian.

### **Relationship with Members of Staff**

The teacher will:

- Liaise with other members of the Departments in respect of cross-curricular themes, Areas of Study and other relevant issues.
- Liaise with Form Teachers and Year Heads regarding any pupil whose work is deteriorating or is not up to standard.

### **Careers**

The Classroom Teacher, in liaison with the Head of Department and through ongoing collaboration with the Head of Careers, should be familiar with the current career opportunities open to students taught in the Departments. She/he should discuss such opportunities with the senior pupils, thus giving constructive support to the Careers Department.

### **SEN**

The Classroom Teacher, in liaison with the Head of Department and through ongoing collaboration with the SENCO, should be familiar with the current SEN strategies applied in the teaching within the Department. She/he should discuss and apply SEN strategies in line with next practice.

## **A SCHOOL CONNECTED TO ITS COMMUNITY**

### **Relationship with the Community**

The Classroom Teacher, in liaison with the Head of Department, will:

- Establish and develop links with relevant external bodies and Institutes of Higher Education and maintain existing partnerships with other schools.
- Ensure that pupils from other schools in the ALC who avail of courses in English are supported academically. Liaise with the relevant Assistant Principal and Vice Principal to ensure that these pupils are also supported pastorally.

### **ADDITIONAL DUTIES**

- a) They will be involved in the Pastoral Care Programme of the school, with individual or shared responsibilities for a Form Class under the direction of the relevant Year Head and Assistant Principal.
- b) They will be part of a team for the completion of UCAS forms.
- c) They will be expected to carry out other duties as may be required by the Principal.

### **CONDITIONS OF SERVICE**

All staff will carry out a range of professional duties required by the Board of Governors under the direction of the Principal and be expected to work as a team within the agreed Conditions of Service for Teachers. It is hoped that teachers will carry out such extra activities as may be required in the interest of the welfare of the pupils at the school.

**In the interests of career development and the changing needs of the school, all of the above duties may be amended after consultation with the post holder. This consultation will take place on an annual basis.**