TRAILL
INTERNATIONAL SCHOOL

SECONDARY ENGLISH TEACHER

JOB DESCRIPTION

A job description states the essential job requirements, job duties, job responsibilities, and skills required to perform a specific role.

The job description will include how success is measured in the role so it can be used during performance evaluations.

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Core purpose

- Raise the standards of achievement reached by students in their curriculum area, helping each individual to work to their full potential.
- Assist the Head of Student Welfare and Head of Secondary in creating quality links with the parents of students in their care.
- Work as part of a team in long, medium and short-term planning for a particular Key Stage of their specific subject.
- Prepare and implement a subject-specific recording system according to school and Curriculum requirements.
- Plan and carry out a regular programme of assessment tasks and attend moderation meetings as appropriate.
- Provide assessment data and information to the Senior Teachers and Principal at appropriate points in the academic cycle.
- Work to ensure that an environment is created which will enable students to achieve the highest academic standards.
- Plan and evaluate schemes of work in all areas that they teach.
- Prepare written and oral reports on the progress of individual students for parents and the stakeholders.
- Plan and prepare resources appropriate for the different needs of students who they teach.
- Report to Head of Secondary on resource needs and developments within the subject.
- Work as part of a team to promote the subject through written and oral presentations to colleagues, parents, students and the wider community as appropriate.
- Work as part of a team to prepare a term-by-term summary of subject-specific curriculum provision focusing on the knowledge, skills and understanding to be developed.
- Make a positive contribution to effective team building.
- Be involved in planning subject-specific opportunities for cross-phase liaison between Primary and Secondary staff.
- Ensure pastoral needs of students are met.
- Make a positive contribution to extra curricular activities.

These tasks will be developed into short and longer-term targets in consultation with the teacher concerned.