



Hartismere School

Teacher of English – specific year group responsibilities in English

Required September 2025

Salary – MPS

Responsible to: head of English

Teacher of English Responsibilities:

- To ensure high standards of achievement and progress amongst those pupils taught regularly in lessons
- To provide consistently high quality teaching in lessons for pupils in all key stages
- To provide high quality feedback to pupils on how to improve the standard of their work in accordance with school policies and the direction of the head of department or headteachers
- To set high quality and meaningful homework in accordance with school policies and under the direction of the head of department or school leadership team
- To maintain a high standard of educational classroom display material and contribute to departmental and whole school display activities
- To ensure and maintain good order in the classroom so that children are able to learn, free from disruption
- To liaise with learning support assistants in order to ensure the most effective adaptations for pupils
- To deliver and feedback on schemes of work and programmes of study as required by the head of department
- To write reports on pupil progress for parents and carers as well as other school leaders as required
- To cooperate fully with the school's arrangements for the safeguarding of children
- To act as a form tutor as required and in so doing to support high standards of behaviour throughout the school by the application of whole school expectations for form time and social time
- To attend and contribute positively to whole school, pastoral and subject meetings as required by the headteachers, head of year and head of department
- To demonstrate a consistent support for the enrichment of students' education through extra-curricular trips, clubs, exhibitions and other activities

- To provide active and positive support for school events including parent consultation evenings, celebration and awards events, open evenings and afternoons and other occasions as requested by the headteachers
- To engage enthusiastically with your own professional development as a teacher and subject specialist
- To provide a good role model in dress by avoiding 'dressing down' at work and by dressing in a business-like manner
- To provide a good role model for students by treating all nationalities, religious groups, those from wide ranging political persuasions, differing genders and sexualities and racial groups with respect, fairness and dignity
- To undertake any other tasks or responsibilities that may reasonably be assigned by the headteachers

Specific year group responsibilities.

Specific responsibilities:

- To be responsible for the oversight of the curriculum in English for a specific year group 7 - 11, including developing subject knowledge as appropriate and supporting other teachers in the delivery of the subject.
- To manage assessment for that year group and monitor the academic progress of students
- To ensure that assessments reflect the demand required for students to make progress towards their target grades in that year group.
- To be accountable for the progress of the pupils in the year group and give updates on that progress in department meetings.
- To evaluate and adapt the year group curriculum as necessary, and in-line with department aims, to ensure the knowledge and skills pupils need to make progress towards their target grades are clearly identified and made explicit.
- To ensure that the booklets and resources for that year group are well-produced and that the knowledge and skills the pupils will develop is clear
- To ensure the curriculum is appropriately adapted for the needs of pupils with SEND, in line with agreed department adaptations
- To ensure the curriculum explicitly addresses the knowledge and skills pupils require to build towards attaining the highest grades and progress (i.e one which allows HAPs to make progress)
- To maintain a strategic understanding of the data related to that year group; to ensure clarity on the progress of pupils towards target grades; to ensure the progress of particular groups of pupils, such as boys and LAPs

- To ensure the homework plans associated with the curriculum for that year group are meaningful and contribute to the development of pupils' understanding and knowledge.
- To ensure library lessons for that year group follow the expected programme and that teachers are listening to pupils read regularly
- To maintain contact with parents and families to ensure support for pupils' progress in that year group
- To plan and organise enrichment trips and events for pupils in English to ensure a rich provision, particularly for Higher Prior Attaining pupils (HAPS)
- To organise and implement academic prizes and rewards suitable for that year group
- To assist the head of department in maintaining standards and pupils' progress towards their targets

Hartismere school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and Social Media checks.