



Archers Brook SEMH Residential School

JOB DESCRIPTION

Post title: Lead Teacher English

Salary: MPS

MAIN PURPOSE OF JOB – TEACHING, LEARNING AND PROGRESS

Under the direction of Senior Leadership will:

- To ensure a high-quality of learning experience for students according to their needs, meeting internal and external quality standards. Lessons to be planned to use a variety of delivery methods which will stimulate learning and ensure progress is appropriate to both students' needs and demands of the syllabus.
- To set and mark work carried out by the students in school and elsewhere, supporting the school's expectations.
- To use data and assessment to inform planning and intervention.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required adhering to reporting deadlines.
- Plan and deliver engaging English lessons across Key Stages 2 and 3, 4, including GCSE English Language, Literature, and Functional Skills.
- To be responsible for the care of the teaching rooms and equipment during lesson or tutor group time. Prepare resources for teaching.
- Promote core literacy skills—reading fluency, comprehension, spelling, punctuation, grammar, and communication—across the curriculum
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regards to punctuality, behaviour, standards of work and homework.
- To contribute to the preparation and resourcing of scheme of work and policy development, working with other colleagues to develop and teach these.
- To attend Parents' evenings, meetings and events as specified in the school's annual calendar.
- To contribute to school enrichment activities.

DUTIES AND RESPONSIBILITIES OF A FORM TUTOR

- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability.
- Make sure the SEND policy is put into practice and its objectives are reflected in the school development plan.
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.



- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective.
- To monitor behaviour, promote school rules and encourage improvement.
- To alert the appropriate staff to problems experienced by students and to take suitable actions to help resolve them.
- Build strong, trusting, and consistent relationships with pupils to foster self-esteem and emotional wellbeing.
- Direct and supervise assigned teaching assistants (TAs) within the classroom
- High levels of patience, resilience, and empathy.
- To communicate, where necessary and after consultation with the appropriate staff, with parents and with persons or bodies outside the school concerned with the welfare of individual students.

PROFESSIONAL DEVELOPMENT

- To take principal responsibility for one's own Professional Development.
- To participate in arrangements for Performance Management
- To support colleagues in their Professional Development.

SCHOOL COMMUNITY

- To actively promote the school's ethos in spiritual, moral and social responsibility. To act as a positive role model.
- To comply with the schools Health, safety, welfare and safeguarding policies and undertake risk assessments as appropriate and designated supervisory duties.
- To attend meetings as per calendar.
- To play an active role in the realisation of the school's Development Plan and contribute to whole school initiatives.
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HEALTH AND SAFETY

- To take reasonable care of their own Health and safety and of others who may be affected by their actions at work.
- All must responsibility for reporting concerns relating to health and safety through appropriate channels.