



URSULINE HIGH SCHOOL

ENGLISH TEACHER

JOB DESCRIPTION

Post Title: English Teacher

Grade: M1 – M06 [£40,317 - £52,300]

Responsible to: Head of Faculty/Head of Department

Date: June 2026

Key Purpose: To fulfil the duties outlined in current legislation in line with the school's aims and policies.

Accountable to: Head of Faculty/Head of Department

Accountable for: The progress of pupils allocated to each lesson

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Key Accountabilities

Key Tasks

1. Accountable for the delivery of the specified curriculum

- a) To prepare and plan appropriate material in order to deliver the curriculum effectively, using a variety of styles and approaches, with regard to the individual needs of pupils.
- b) To contribute to the effective development of schemes of learning.
- c) To implement relevant school policies in relation to the subject.
- e. To mark work formatively in order that pupils are able to make progress and reach their target grades.

2. Outcomes

- a) To ensure all students and groups of students meet their targets.
- b) Implementing all school's policies on Teaching and Learning, Assessment etc.

3. Accountable for maintaining a well-managed classroom	<p>a) To have regard for the safety of pupils in line with the school's Health and Safety Policy routines.</p> <p>b) To maintain firm but clear discipline using school and departmental systems of using rewards and sanctions.</p> <p>c) To ensure that the learning environment is stimulating through the display of pupils' work and other appropriate materials.</p>
4. Accountable for keeping records on individual pupils	<p>a) To keep a register of attendance at each lesson on individual pupils and to follow up on non-attendance and lateness.</p> <p>b) To set and mark homework in line with the School's policy.</p> <p>c) To contribute to the school's assessment policy through the completion of reports, regular marking, attendance at Parent's Evenings, Academic Review Days and any other report as necessary.</p>
5. Accountable for having a professional commitment to teaching and their own development	<p>a) To attend regularly and punctually.</p> <p>b) To update subject knowledge through appropriate professional development opportunities.</p> <p>c) To take a positive role in performance review.</p> <p>d) To attend school meetings as per the calendar.</p>
6. Students Personal Development	To contribute to the personal development of students.
7. Wellbeing of students	<p>a) To actively support and promote the pastoral wellbeing of students.</p> <p>b) To implement the schools safeguarding and Child Protection Policy and Positive Mental Health Policy.</p>
8. Accountable for personal development of Form Class	<p>a) To actively monitor and encourage the personal development of students in Form Classes using Serviam Passport and Enrichment Log.</p> <p>b) To effectively deliver the schools PSHEC programme.</p>
9. Safeguarding	To follow the School's Safeguarding Policy and Procedures in order to keep every student safe.