

Job Description

Teacher of English to A-level and General Subjects

Job Title:

- Teacher of English to A level and General Subjects

Responsibilities:

- To teach English (and General Subjects) from Years 8 to 14.
- To contribute to the care, safety and wellbeing of all students as a subject teacher and tutor.
- To provide a high-quality teaching and learning experience for all students.
- To contribute to the continued raising of standards.
- To adhere to the school's ethos and promote the vision and principles of the school.
- To report to the relevant line managers (Head of Department / Head of Year / Head of School / Senior Leadership Team / Vice-Principal / Principal).

Preparing/Planning/Teaching:

- Consistently and effectively plan and prepare high quality courses and lessons, making lessons, student work and schemes of work available to your Line Manager(s) as and when requested.
- Teach according to their educational needs, students assigned to you, including the setting and marking of work to be carried out by students of the school.
- Prepare students for public examinations.
- Participate in educational visits
- Participate in regular departmental meetings.
- Review, advise and cooperate on the preparation and development of courses of study, teaching materials, teaching programmes, and methods of teaching and assessment.
- Demonstrate that, because of your teaching, your students achieve well in relation to the students' prior attainment and data for this school and other NI Grammar Schools.
- Ensure that the quality, appearance, and order of your teaching area are of high standard.

Assessing/Recording

- Mark, assess, target-set, record and report on the development, progress, and attainment of students.

Pastoral Care/Positive Behaviour

- Promote the progress and well-being of individual students and of any class or group of students assigned to you.
- Communicate and consult with the parents of students.
- Maintain good order and discipline among students in accordance with the ethos, Positive Behaviour Policy and School procedures.
- Follow schemes of work in line with the assessment bodies and verified by the Head of Department.
- To encourage pupils to reflect on their learning progress.
- To create and implement individual education plans for the pupils with additional needs and recognise learning barriers.

General Matters

- Supervise and/or teach any students whose teacher is not available.
- Participate in meetings at the school which relate to the curriculum, administration, or organisation of the school, including Pastoral Care Meetings, working parties and Open Days.
- Participate in all Performance Review and Staff Development activities.
- Participate in extra-curricular activities to develop students' talents and interests.
- Be committed to the safeguarding of young people and adhere to health and safety procedures.
- Take responsibility for your professional development, using the outcomes to improve your teaching/students' learning.
- Adhere to all School policies and procedures.
- Carry out, as required by the Principal, any other relevant duties.

March 2026