

## **Job Description: English Teacher (CBSE Middle and Secondary Stages)**

### Position Overview

The English teacher will be responsible for teaching English language and literature to students in the Middle (Classes 6-8) and Secondary (Classes 9-12) stages as per the CBSE curriculum. The role involves lesson planning, effective teaching strategies, evaluating student performance, and fostering a love for language and literature.

### Key Responsibilities

#### 1. Curriculum Delivery

- Plan and deliver engaging lessons based on CBSE guidelines.
- Use innovative teaching methods to enhance language skills: listening, speaking, reading, and writing.
- Teach grammar, vocabulary, comprehension, and literary appreciation effectively.
- Use technology proficiently for teaching (smartboards, presentations, etc.).

#### 2. Classroom Management

- Maintain discipline and create a positive, inclusive classroom environment.
- Encourage active participation and critical thinking in students.

#### 3. Assessment and Evaluation

- Design and administer assignments, tests, and projects to evaluate student performance.
- Provide timely and constructive feedback to students.

#### 4. Learning Support

- Identify and support students with varying learning abilities.
- Use differentiated instruction methods to cater to diverse learners.

#### 5. Co-curricular Activities

- Organize or assist in activities like debates, elocution, creative writing, and drama.
- Foster interest in extracurricular events that promote language skills.

- Train gaveliers, comperes, participants for various inter-school events.

#### 6. Collaboration and Development

- Work with colleagues to develop and review lesson plans and teaching resources.
- Participate in training sessions and workshops to stay updated with teaching practices.

#### 7. Parent Interaction

- Communicate with parents regarding student progress and behaviour.
- Suggest actionable strategies for improvement.

#### 8. Administrative Duties

- Maintain accurate records of student performance and attendance.
- Assist in school events, examination supervision, and other responsibilities as required.

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