

## Job Description

**Normal place of work:** There are multiple vacancies across our trust, in our secondary schools

**Normal working hours:** 1265 hours per annum worked as per the Teachers Pay and Conditions.

**Responsible to:** Director of English

This role is suitable for ECT's, and we welcome applications from individuals who are awaiting their QTS status.

### PURPOSE OF THE POST

- To implement the aims and objectives of the school.
- To undertake such duties and administrative tasks as may be reasonably directed by the Headteacher.
- To participate in and contribute to, appropriate CPD provided by the school and the trust.
- To assume a reasonable proportion of the corporate responsibility for the behaviour, supervision and safety of pupils whilst on school premises and/or on official out-of-school activities. In particular, to carry out a share of supervisory duties in accordance with published rosters.
- To contribute to broader aspects of school life as opportunity and situations make relevant.
- To participate in appropriate meetings with colleagues and parents as relative to the above duties.

### DUTIES AND RESPONSIBILITIES

- To plan and prepare lessons in accordance with departmental schemes of work.
- To teach English to appropriate levels through KS3 to GCSE level, to set homework and mark work arising therefrom.
- To maintain high standards of pupil behaviour and good order within the classroom and around the school and pursue appropriate action when pupils fail to respond.
- To attend Parents' Evenings and other meetings relevant to the role, as required.
- To take part, when relevant, in external requirements for the preparation of pupils for public examination, e.g., assessment and recording of work, supervision of examinations or related systems of assessment.
- To contribute to the setting of internal examinations, their supervision, marking and reporting, according to school policy.
- To contribute to the general work and development of the department and/or relevant cross curricular areas, to implement policies and undertake tasks arising from these.

- To develop the cultural capital that English can bring, supported by the Director of English.
- To take responsibility for teaching and other equipment/ rooms used, including their good organisation and management (e.g., display, stock equipment).
- To be responsible for the care of the classroom by pupils adhering to departmental policy and health and safety considerations.
- To take responsibility for the safe and efficient management of teaching rooms and storage space with particular regard for health and safety.
- To ensure that all aspects of the safety of pupils, staff and equipment are adequately communicated to the appropriate parties and are adequately monitored for implementation as they concern the work of the department.
- To act as form tutor with the associated responsibilities of such a post – as directed by the Headteacher.
- To promote the general progress and wellbeing of individual students.
- To liaise with the Pastoral team to ensure the implementation of the school's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons, and their participation in other aspects of school life.
- To alert the appropriate staff of issues/concerns/problems concerning students.
- To undertake a share of general supervisory duties at break, before and after school in accordance with the duty rota.
- To play a significant part in organising and running extra-curricular activities and aid in the development of the cultural capital that English can produce.
- To communicate effectively with the parents/guardians of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.

## **RECORDING AND REPORTING ASSESSMENT**

- To contribute to the planning, preparation, delivery and recording of the curriculum in English, reflecting the department's commitment to effective teaching and learning.
- To carry out assessments and complete pupil records, reports, profiles, etc. according to school and departmental policy.
- Be accountable for student progress and development within the area by leading, developing and enhancing all assessment arrangements within the area in line with school policy.
- Be accountable for leading, developing, co-ordinating and monitoring strategies to raise pupil achievement.
- Review long term and short term planning.
- Liaise closely with the Head of Department to ensure continuity and progression across the Key Stage.

## **MANAGEMENT OF INFORMATION AND STAFFING**

- To maintain appropriate records and to provide relevant accurate and up-to-date information to SIMS – registers, behaviour log etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.
- To take part in the school staff development programmes, by participating in arranged training for professional development.
- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage in the Performance management Review process.

# Teacher of English Person Specification

CRITERIA	
<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Degree-level qualification or comparable learning experience and/or relevant professional qualification.</li> <li>Qualified teacher status (<i>This role is suitable for ECT's, and we welcome applications from individuals who are awaiting their QTS status</i>).</li> <li>A good understanding of classroom management techniques.</li> <li>Experience in teaching 11-16 English at Key Stages 3 and 4.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent classroom practitioner who is passionate about teaching.</li> <li>Recent and relevant experience of working successfully within a school or LA.</li> <li>Some experience of supporting and developing staff.</li> <li>Evidence of improved student outcomes.</li> </ul>
CRITERIA	
<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL	
<ul style="list-style-type: none"> <li>Ability to work collaboratively within a school.</li> <li>High level people skills including communication and intrapersonal skills.</li> <li>Ability to work under own initiative, to identify work priorities and manage own work to meet targets and deadlines.</li> <li>Ability to establish positive beneficial relationships with staff and students.</li> <li>Ability to monitor and evaluate student achievement and report results.</li> <li>Ability to use formative and summative assessment for progress and development.</li> <li>Be an honest and open person.</li> <li>You must be receptive to change.</li> <li>Creative, reflective and analytical.</li> <li>Be aware of the importance of work/life balance.</li> <li>Go the extra mile.</li> </ul>	
CRITERIA	
<b>Specific Requirements:</b> In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL	
<p>Must be able to show evidence of a strong commitment to:</p> <ul style="list-style-type: none"> <li>Experience and understanding of the skills and knowledge of English for KS3 and requirements at KS4.</li> <li>Knowledge and understanding of GCSE and vocational qualifications and their suitability for groups of students.</li> <li>To have a practical pedagogy which gives students opportunities to create, perform and evaluate.</li> <li>To have good subject knowledge.</li> <li>To be prepared to adapt the curriculum at KS4.</li> <li>Clear understanding and commitment to equalities, inclusion and access issues.</li> </ul>	