



Job Description & Person Specification

Post Title:	TEACHER OF ENGLISH
	In addition to the job description below this post is subject to United Learning Pay Policy and United Learning's / National School Teachers terms and conditions
Purpose:	<ul style="list-style-type: none"> • To teach high quality lessons so that all students make good progress. • To implement and deliver an appropriately broad, balanced, relevant and adapted curriculum for students • To monitor and support the overall progress and development of students as a teacher & tutor • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential • To use the Cornerstone assessment cycle to collect and report accurate student data and to share with all parties (including parents & carers) • To implement appropriate interventions to enable all students to achieve their very best • To contribute to raising standards of student attainment • To be a member of the English Curriculum Team and under the direction of the Head of English, contribute to the high standards of teaching and learning and the raising of standards of achievement
Reporting to:	Head of English
Responsible for:	The provision of a full learning experience and support for students
Liaising with:	Principal/ Vice Principal/teaching and support staff LA representatives' external agencies and parents/carers
Salary/Grade:	United Learning Pay Scales, dependant on experience
Disclosure level	Enhanced DBS
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To assist as required in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the English Department • To contribute to the curriculum area and department's improvement plan and its implementation • To plan lessons (and sequence of lessons) that allow all students to make outstanding progress using a wide range of pedagogical strategies • To contribute to the whole school's planning activities
Curriculum Provision:	To assist the Head of English to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
Curriculum Development:	To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies.

Teaching:	<ul style="list-style-type: none"> • To evaluate and monitor the progress of students and keep up-to-date student records as may be required • To contribute to the preparation of Action Plans, IEPs and other reports • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved • To communicate, as appropriate, with the parents/carers of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff • To contribute to PSHE, citizenship and enterprise according to school policy • To apply the Behaviour policy and systems so that effective learning can take place • To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere • To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students • student needs and demands of the syllabus • To ensure that ICT, literacy, numeracy and the school subject specialism are reflected in the teaching/learning experience of students • To undertake a designated programme of teaching • To ensure a high-quality learning experience for students which meets internal and external quality standards • To prepare and update subject materials • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus • To maintain discipline in accordance with the school's behaviour policy, and to encourage good practice regarding punctuality, behaviour, standards of work and homework • To undertake assessment of students as requested by external examination bodies, departmental and school policies • To mark, grade and give written/verbal and diagnostic feedback as required • To set appropriate targets for students in line with school policy and procedure as required • To implement the school policies regarding homework
CPD:	<ul style="list-style-type: none"> • To take part in the school's CPD programme by participating in arrangements for further training and professional development • To continue personal development in the relevant areas including subject knowledge and teaching methods • To engage actively in the performance management review process • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school
Quality Assurance:	<ul style="list-style-type: none"> • To help to implement school quality control systems procedures and policies and to adhere to these • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. • To review methods of teaching and programmes of work • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school • To attend team meetings etc. in accordance with the school calendar

Management Information:	<ul style="list-style-type: none"> To maintain appropriate records and to provide relevant accurate and up-to-date information for Arbor (MIS), registers, 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
Communications:	<ul style="list-style-type: none"> To communicate effectively with the parents/carers of students as appropriate Where appropriate, to communicate and co-operate with persons or bodies outside the school To follow agreed policies for communications in the school
Marketing and Liaison:	<ul style="list-style-type: none"> To take part in marketing and liaison activities such as open evenings, parents' evenings etc. To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc.
Management of Resources:	<ul style="list-style-type: none"> To contribute to the process of the ordering and allocation of equipment and materials To assist the Head of English to identify resource needs and to contribute to the efficient/effective use of physical resources To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students
Learning Support System:	<ul style="list-style-type: none"> To be a Tutor to an assigned group of students To promote the general progress and well-being of individual students and of the Tutor Group within the parameters of the associated Tutor role To liaise with the Learning Director and SEN to ensure the implementation of the school's Learning Support System and mentoring To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
Other Specific Duties:	
<ul style="list-style-type: none"> To play a full part in the life of the school community; to support its distinctive mission and ethos and to encourage staff and students to follow this example To promote actively the Academy's policies & procedures To continue personal development as agreed To comply with the school's Health and Safety policy and undertake risk assessments as appropriate To undertake any other duty as specified not mentioned in the above To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed 	

This job description is current at the date shown, but following consultation with you, may be changed by the principal to reflect or anticipate changes in the job which are commensurate with the salary and job title

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed	
Print Name	

Dated	
--------------	--

Person Specification

Essential Criteria	Desirable Criteria	Evidence
<p><u>Qualifications:</u></p> <p>Qualified teacher status / ECT. Appropriate degree or equivalent qualification in English.</p>		<p>Interview Application Form References Proof of Qualifications</p>
<p><u>Experience:</u></p> <p>Strong subject knowledge. Deliver English to all abilities including creative, practical lessons. Relevant successful teaching experience. Able to plan and prepare schemes of work.</p>		<p>Application form Interview References</p>
<p><u>Skills and ability:</u></p> <p>High standards of English teaching. Effective communication skills. Effective oral/written skills. Excellent interpersonal skills. Good standard of I.T. capability.</p>		<p>Interview Application Form References</p>
<p><u>Disposition/Attitude:</u></p> <p>Good organisation and time-management skills. Good interpersonal skills and an ability to communicate effectively. An ability to motivate students. A flexible approach to working. Work as an integral part of the English team. Ability to form and maintain appropriate relationships and personal boundaries with students.</p>	<p>A willingness to contribute to extra-curricular activities.</p>	<p>Interview Task References</p>
<p><u>Commitment and other requirements:</u></p> <p>Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS) Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people. Excellent attendance record.</p>		<p>Application form Interview References</p>