

### English Teacher - Chilton Trinity School

**Grade: Main Scale**

**Line Manager:** Team Leader of English

**Other Stakeholders:**

- Headteacher/Head of School
- Clevedon Learning Trust
- Governors
- Parents/Carers
- Students
- School Staff

**Responsible for:** N/A

#### CONTEXT

It is expected that all staff agree with, abide by and promote the aims and objectives of the School within which they work and the Clevedon Learning Trust (CLT).

The Trust's vision statement is: Children, Choice, Collaboration  
Chilton Trinity School's vision statement is: Work Hard and Be Kind

Staff are expected to interact on a professional level with all stakeholders and to abide with the CLT's Code of Conduct.

#### ROLE OVERVIEW

- To provide consistently excellent teaching and learning of English and ensure high attainment for students at KS3 and KS4.

#### MAIN DUTIES

- To provide a stimulating classroom environment that helps students to develop a passion for English.
- To teach English to both Key Stages across the ability range
- Plan and deliver challenging, well organised lessons which promote progression and lead to raised attainment
- To deliver consistently excellent lessons and outcomes for students in all year groups
- To liaise with the Team Leader to monitor and track the progress of all students, taking sole responsibility for specific groups of students, as agreed with the Team Leader
- To assist the Team Leader in raising and further developing the profile of English across the school
- To comply with the school's Health & Safety policy
- To safeguard and promote the welfare of students at all times, acting at all times within the school's Safeguarding procedures.
- To achieve any performance criteria or targets related to the post, measured through the School's annual Appraisal cycle.

## HEALTH AND SAFETY

- All staff are responsible for Health and Safety within the school. Any concerns or incidents must be reported immediately to the appropriate person and followed up.
- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/reviews arrangements.
- Offer support to staff through a variety of situations, to maintain confidentiality and be diplomatic with the handling of situations.

## DATA PROTECTION AND SAFEGUARDING

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

## GENERAL

- To consistently and routinely follow the 2012 National Teacher Standards in all aspects of the role
- The post-holder will be expected to undertake any appropriate training provided by the CLT and Chilton Trinity School to assist them in carrying out any of the above duties
- The post holder will have access to highly confidential and sensitive information in the course of their duties and must maintain the confidentiality and security of such information at all times
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.  
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

## NOTES

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

The CLT will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## PERSON SPECIFICATION –English Teacher

AREA	ESSENTIAL	DESIRABLE
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Degree in English (or equivalent)</li> <li>QTS</li> <li>Enhanced DBS</li> </ul>	
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>The ability to consistently and routinely follow the 2012 National Standards for Teachers</li> <li>Evidence of successful teaching in current post or teacher placement</li> <li>An ability to use assessment information to enable students to make progress</li> </ul>	<ul style="list-style-type: none"> <li>Understanding needs and strategies for effective differentiation</li> <li>Experience of a range of teaching and learning styles</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Either a proven track record of, or the potential to be, an excellent classroom practitioner</li> <li>Able to work closely with the Team Leader and other members of the team to implement the department's agenda for learning and teaching</li> <li>The knowledge of and ability to use a range of new technologies to enhance learning</li> <li>Able to model and reinforce good behaviour for learning</li> <li>Self-motivated and enthusiastic</li> <li>Good organisation skills and an ability to follow tasks through to completion/conclusion</li> <li>Able to communicate effectively</li> <li>A good team player with resilience and a desire to be part of a lively school community</li> <li>Adaptable, flexible and creative</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to share good practice with fellow teachers and willing to recognise good practice in others</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>Commitment to promoting the ethos and values of the school/Trust and getting the best outcomes for all students</li> <li>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.</li> <li>Professional and approachable.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Able to display an awareness, understanding and commitment to the protection and safeguarding of children</li> <li>Commitment to maintaining confidentiality at all times.</li> </ul>	