

Job Title: English Teacher KS3 & KS4 (Green Zone - internally known as Green Zone).

Responsible to: Head Teacher

Main Duties

Be an inspirational, enthusiastic teacher of English to key stage 3 & 4, SEN pupils with complex needs, you will use your excellent subject knowledge and have high expectations for all pupils and demonstrate excellent classroom management.

Job Description

- Write, implement and evaluate long term, medium and weekly plans.
- Record and evaluate children's progress using relevant evaluation procedures.
- Assess and track progress.
- Write accurate annual reports.
- Provide feedback for pupil's annual review reports.
- Manage behaviour according to the school Behaviour management Policy.
- Liaise closely with and manage the Learning Support Assistant (LSA) regarding record-keeping and behaviour management.
- Ensure literacy is a high priority for all pupils.
- Attend staff meetings as required.
- Attend annual parent feedback evenings, liaise with parents as required under the guidance of the Head Teacher/Assistant Head Teacher.
- Attend INSET and ensure continuing professional development.
- Be fully aware of all applicable Talbot House policies and procedures.
- Provide an environment for the children that enables them to realise their potential and maximise their academic, social, physical, and emotional development.
- Demonstrate flexibility by carrying out any other duties as may be reasonably required and directed by the Head Teacher.

Job Specification

	ESSENTIAL / DESIRABLE CRITERIA	ESSENTIAL/ DESIRABLE	EVIDENCED BY*
	QUALIFICATIONS AND TRAINING		
1	Relevant English teaching qualification - degree level	E	A
2	Have Qualified Teacher Status with EQT Status (formally NQT)	E	A
	EXPERIENCE, ABILITIES & SKILLS		
3	A minimum of two years teaching experience in any setting	E	A
4	At least two years' experience in one or more schools across KS3 & KS4	E	A/I/L/R
	Demonstrates good working knowledge of the curriculum for KS3 & KS4	E	A/I/L/R
5	At least two years teaching pupils with complex needs (including ASD, SEMH, Trauma & ADHD)	E	A/I/L/R
6	Experience of developing and using a variety of teaching and learning styles	E	A/I/L/R
7	Demonstrates effective classroom management, organisation and display	E	I/L/R
8	Proven record of effective planning, assessment and record-keeping	E	A/I/R
9	Demonstrates a clear understanding of what constitutes good experience of specialist subject education for secondary school pupils of all abilities and knowledge and understanding of the requirements of the National Curriculum	E	L/R
10	Proven organisational and interpersonal skills to build and maintain professional relationships with staff and pupils	E	A/R
11	Ability to encourage pupils to develop self-esteem	E	L/R
12	Ability to create a safe, supportive and stimulating learning environment for all students	E	A/I/L/R
13	Understanding of pupils needs and demonstrates the ability to adapt and select appropriate teaching methods	E	A/I/L/R
14	Excellent written and oral communication skills	E	A/I/L
15	Can communicate easily, sensitively and effectively - both orally and in writing - with a range of professionals and non-professionals, both within and outside the school, including parents	E	A/I/L/R
	PERSONAL QUALITIES		
16	Demonstrates empathy, tolerance and resilience	E	I/L/R
17	Ability to relate appropriately to staff in a variety of contexts and be a supportive team member	E	I/L/R
18	Enthusiasm, energy, integrity and a positive outlook	E	A/I/L
19	Set high standards and a good role model to pupils and other staff	E	A/I/L/R
20	Work effectively both as part of a team and independently	E	A/I/L/R
21	Understanding of the importance of flexibility	E	A/I/L
22	Understanding of appropriate use of authority and of disciplinary procedures	E	L/R

*A = Application Form, I = Interview, L = Demonstration Lesson, R = References

The Charity is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment. All appointments will, therefore, be subject to satisfactory Enhanced Level Disclosure and Barring Service clearance and other relevant pre-employment screening, including checks with past employers. In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children and young people. Candidates also should be aware that any relevant issues arising from their references will be taken up at interview.