**Trinity School, Sevenoaks**

**English Teacher Job Description & Person Specification**

Job Title: English Teacher

Responsible to: Head of English

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headteacher

This job description should be read in conjunction with General Duties and Responsibilities of a professional school teacher as contained in the Schoolteachers' Pay and Conditions Document.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**JOB DESCRIPTION**

**Role Purpose**

**Teaching and supporting all designated classes in English. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the designated curriculum area as required.**

**To monitor and support the overall progress and development of students as a teacher/form tutor. To facilitate and encourage a learning experience which provide each student with the opportunity to achieve their individual potential.**

**The English department currently has eight full time members, we are looking for someone to join our dynamic team. We embrace a reading-rich curriculum at KS3, which also develops extended writing skills. KS4 students are prepared for the AQA qualifications in English Language and Literature. We also enjoy a Sixth Form at Trinity, in which AQA Literature (spec B) and Film, are taught. As a growing school, we are looking for a passionate practitioner to join us in the pursuit of excellence for our learners.**

**Teaching**

* **To undertake a designated programme of teaching across all key stages.**
* **Teach consistently high-quality lessons**
* **Plan and deliver schemes of work and lessons that meet the requirements of KS3 and KS4**
* **Be a role model for students, inspiring them to be actively interested in English**
* **To maintain appropriate records and to provide relevant accurate and up-to-date information**
* **To complete the relevant documentation to assist in the tracking of students**
* **Set expectations for students in relation to standards of achievement and the quality of learning and teaching**
* **Prioritise and manage time effectively**
* **Invest in continued professional development in line with the role**
* **To follow school policies and procedures**
* **To ensure the effective deployment of classroom support**
* **To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework**
* **Follow schemes of work in English at all Key stages**
* **Ensuring a high quality learning environment within the English department**

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **General/**  **Personal Qualities** | * Smart, business-like, professional appearance * Capacity for hard work under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the School * Resilient * Strives for excellence in every aspect of school life * Determined and perseverant * Enthusiastic and passionate about subject * Patient |  |
| Skills | * Excellent classroom teacher * Ability to plan, assess and record accurately * Ability to meet targets and deadlines * Excellent interpersonal skills * Ability to motivate others * Excellent interpersonal and verbal communication skills | * ICT competent, in particular powerpoint and able to integrate ICT into subject area * Experience and willingness to organise and run trips * An ability to show innovation and flexibility |
| **Knowledge** | * National Curriculum requirements at all key stages * Awareness of current issues relating to subject area * Effective teaching and learning styles * Monitoring, assessment, recording and reporting of pupil progress * Statutory requirements concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children * Thorough knowledge of the (11-18) English Curriculum | * Awareness of/running of subject area challenge in previous roles |
| **Experience** | * Teaching at all key stages of secondary education * Teaching at all ability ranges * Recent experience of teaching GCSE which demonstrates proven track record of success * At least 2 years’ experience in a secondary education teaching position | * Knowledge of the new A Level specification * Experience of being a form tutor * Teaching A Level Film Studies |
| **Qualifications** | * Qualified Teacher Status and Degree |  |

**Signed…………………………………………………… Date………………………………………**

**Employee**