

Westside School

Job Description & Person Specification

English Teacher

Job Description	
Westside School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.	
Post title:	English Teacher
Salary	Based on experience.
Hours of work:	Full Time, Maternity Cover
Responsible to:	Head of English
Start Date:	April 2025 or earlier
Purpose of the role	To ensure the effective teaching of English to all students, helping them to develop both inside and outside the classroom. Support the policies and aims of the school and ensure the good social, emotional and physical development of every student.
Main Responsibilities:	<p>TEACHING</p> <ul style="list-style-type: none"> • Planning and preparing lessons • Teaching the students assigned to you; setting and marking work (including examinations) to be carried out by the students in school • Assessing, recording and reporting on the development, progress and attainment of students. <p>OTHER ACTIVITIES</p> <ul style="list-style-type: none"> • Promoting the general progress/wellbeing of any individual group of students assigned to you. • Providing guidance and advice to students on educational and social matters. • Making records and reports on the personal and social needs of the students. • Communicating and consulting with the parents of students. • Communicating and co-operating with persons or bodies outside the school.

- Participating in meetings arranged for any of the purposes described above.
- Accompanying students on trips away from the school.
- Maintaining and monitoring display work in appropriate areas of the school.

ASSESSMENTS AND REPORTS

- Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of students.

APPRAISAL

- Participating in any arrangements that may be made for Performance Management.

FURTHER LEARNING AND DEVELOPMENT

- Reviewing from time to time your methods of teaching and programme of work.
- Participating in arrangements for your professional development.

EDUCATIONAL METHODS

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Being aware of developments in ICT and how they may be integrated into your subject.

DISCIPLINE, HEALTH AND SAFETY

- Maintaining good order and discipline among the students and safeguarding their Health and Safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere.

STAFF MEETINGS

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for students and teaching staff into the next year, including liaising with teachers and staff.

	<p>PUBLIC EXAMINATIONS</p> <ul style="list-style-type: none"> Participating in arrangements for preparing students for and supervising them during public examinations and providing assessments. <p>ADMINISTRATION</p> <ul style="list-style-type: none"> Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials. Attending assemblies, registering the attendance of students and supervising them, whether these duties are to be performed before, during or after school sessions. <p>All employees at Westside School are expected to undertake additional duties as assigned by the Head.</p>

Person Specification

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	Essential	Desirable	Method of Assessment
Qualifications:	Relevant teaching qualification including QTS PGCE or other relevant qualification.	Master's degree Further qualifications with regard to child protection and/or SEN. Relevant First Aid qualification.	Production of the Applicant's certificates
Experience:	Have a secure knowledge and understanding of the curriculum and related pedagogy.	Recent experience of teaching at the relevant level.	CV Interview

	<p>Experience of working with children.</p> <p>Experience of dealing with children within an educational context.</p> <p>Experience of planning in accordance with specific assessment objectives (GCSE)</p>		Professional references
<p>Skills:</p>	<p>The ability to plan lessons and sequences with clear objectives to ensure progression for all students.</p> <p>The ability to adapt schemes of learning to suit the needs of students and groups of students.</p> <p>Experience of planning in accordance with specific assessment objectives (GCSE and/or EOY (KS2 - KS4)</p> <p>An ability to devise and implement a range of teaching strategies to promote learning and enjoyment of a subject.</p> <p>An ability to carry your administrative tasks accurately and efficiently to meet tight deadlines.</p> <p>Good IT skills and an ability to use ICT to good effect in the classroom.</p>	Specialism for running an after-school club	<p>CV</p> <p>Interview</p> <p>Professional references</p>

<p>Knowledge:</p>	<p>Knowledge of the requirements of the National Curriculum and specifications of examination courses.</p> <p>An awareness of and commitment to the ethos of the school.</p>	<p>Awareness of equal opportunities issues and how they can be tackled through teaching and learning strategies and other SEN provision.</p> <p>Awareness of safeguarding, data protection and assessment</p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<p>Personal competencies and qualities:</p>	<p>A genuine enthusiasm for working with children and a desire to communicate this to students.</p> <p>A positive attitude to the use of authority and maintaining student discipline.</p> <p>A commitment to overcoming barriers to learning.</p> <p>An ability to inspire confidence.</p> <p>Being a positive role model</p> <p>An ability to strike a good professional rapport with children, staff and parents.</p> <p>To be flexible to the needs of the students</p> <p>An interest in contributing to the extracurricular life of the school.</p> <p>Able to work well as part of a team.</p> <p>Able to work on own initiative</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>