

### **JOB DESCRIPTION**

<b>POST:</b>	<b>Teacher of English</b>
<b>GRADE:</b>	<b>MPS</b>
<b>RESPONSIBLE TO:</b>	<b>Head of English</b>
<b>RESPONSIBLE FOR:</b>	<b>Deployment of support staff allocated (where relevant)</b>
<b>JOB PURPOSE:</b>	Promote effective learning, appropriate student achievement and educational, social and personal progress of all pupils for whom the teacher is designated as being responsible, consistent with the aims of the school and the unique needs of each individual.
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES:</b>	
<b>1.</b>	Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and student support for which post-holder is responsible
<b>2.</b>	Plan work to meet the learning needs of allocated pupils in a consistent and effective way.
<b>3.</b>	Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress appropriately.
<b>4.</b>	Monitor the progress of students for whom the postholder is responsible to set expectations and give constructive feedback.
<b>5.</b>	Maintain appropriate records to demonstrate progress made by students.
<b>6.</b>	Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate.
<b>7.</b>	Make an active contribution to the policies and aspirations of the school.
<b>8.</b>	<p><b>Safeguarding and Promoting the Welfare of Students</b></p> <p>Working with the Designated Child Protection Person the post holder will:</p> <ul style="list-style-type: none"> <li>• Identify and record any child protection concerns.</li> <li>• Contribute information as required for Common Assessment or Multi-Agency meetings.</li> <li>• Act at all times in line with the school's Child Protection procedures.</li> </ul>
<b>9.</b>	To Comply with the School Policy on Health and Safety.
<b>10.</b>	To fulfil all of the responsibilities and duties required by the school's policies on Teaching and Learning.
<b>11.</b>	To achieve any performance criteria or targets arising from the School's

	Performance Management arrangements.
<b>12.</b>	To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>Coast and Vale Learning Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Coast and Vale Learning Trust Policies and Procedures.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>Coast and Vale Learning Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>Coast and Vale Learning Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>Understand your own role and its limits, and the importance of providing care or support.</li> </ul>
<b>Date of issue</b>	June 2023

### Person Specification

#### Teacher of English

Essential upon appointment	Desirable upon appointment
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>A thorough knowledge and understanding of all relevant aspects of the National Curriculum in relation to the post</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to engage in CPD activities in relation to learning and teaching</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of Key Stage 3 &amp; 4 English Language &amp; Literature.</li> <li>Experience of planning and delivering curriculum at relevant KS and/or subject(s)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching in more than one school</li> </ul>
<b>Occupational Skills</b>	
<ul style="list-style-type: none"> <li>Good communication skills</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Degree</li> <li>Qualified Teacher Status Degree</li> </ul>	<ul style="list-style-type: none"> <li>National Governing Body Awards</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>Ability to relate to and build relationships with pupils, parents and other members of the school community.</li> <li>Enthusiasm and commitment to the aims and objectives of the school</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to participate fully in school life</li> </ul>
<b>Other Requirements</b>	
<ul style="list-style-type: none"> <li>Take a full and active role in the extra-curricular programme</li> </ul>	