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**SAPIENTIA EDUCATION TRUST**

**STRADBROKE HIGH SCHOOL JOB DESCRIPTION**

**TEACHER OF ENGLISH**

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| **Line Manager:** | Head of English |
| **Salary:** | MPR minimum to UPR maximum |
| **Tenure:** | Permanent |
| **Contract type:** | 52 weeks |
| **% of FTE** | 0.6-0.8 FTE |

**THE POST**

Stradbroke High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the

ability to communicate and interact effectively with others as part of our school as a **Teacher of English**. This is an opportunity to work in a welcoming school with high aspirations for its staff and students.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

**Personal Qualities**

Stradbroke High School expects its teachers to have the following personal qualities:

* Be an innovative, independent thinker with the capacity for strategic thinking;
* Be creative and proactive in finding solutions;
* Be flexible and adaptive to changing needs and priorities;
* Be resilient, calm and tenacious under pressure;
* Be insightful and analytical with good problem-solving skills;
* Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents and the wider community;
* Be a self-reflective practitioner who always seeks to improve;
* See the ‘big picture’ in relation to whole school priorities & improvement;
* Able to reason their educational philosophy, in tune with the school ethos;
* Be willing to contribute to the extra-curricular life of the school;
* Possess a sense of humour;
* Have the ability to inspire and enthuse staff and students about their subject;
* Be highly self-motivated, able to energise and motivate others;
* Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

**Professional Competence**

Stradbroke High School expects its teachers to have the following professional competences, or in the case of newly qualified teachers, the school would expect them to develop the following competences:

* Be an Outstanding Teacher (or have the potential to be) with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress;
* Have excellent understanding of what constitutes excellence in teaching and learning;
* Have a keen understanding of data and be able to analyse patterns in performance over time;
* Be a positive role model for students and staff on a day-to-day basis;
* Collaborate effectively with staff, parents/carers and students;
* Liaise and work with partner schools, HEIs, Examination Boards and other relevant external agencies in the pursuit of continued improvement;
* Excite and engage visitors about the School at Open Evenings and all other events;
* Have very high expectations of the learning of all students at all times;
* Work with colleagues across all key stages to ensure embedded transition from Key Stage 1 to 5.

The qualifications and experience required of the Teacher of English are:

* Have a qualified teacher status

**JOB SPECIFICATION**

**General Responsibilities**

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Stradbroke High School. The annual requirement for directed time is 1265 hours in line with the STPCD.

The teacher will be responsible to the Headteacher, through the Head of English, for teaching classes in the school using his/her skill, experience and best endeavors and in accordance with Teachers’ Standards. The successful candidate will abide by the Code of Conduct for Staff and Volunteers at Stradbroke High School. A contribution to the wider life of the school is an expectation of all staff, for example by supporting the extra-curricular activities within the English Department.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Planning**

* Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focused teaching.
* Assist in the development of schemes of work, teaching resources, marking policies and teaching strategies alongside other teachers and the subject lead.
* Assist in the development of the subject curriculum, ensuring the continued relevance to the needs of pupils.
* Identify clear teaching objectives, content, and lesson structures, and plan sequences of lessons appropriate to the subject content and the pupils being taught.
* Set appropriate and demanding expectations for pupils’ learning, setting clear targets for pupils’ learning based on prior attainment.
* Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs.
* Incorporate the use of resources into lesson plans, ensuring that equipment is in good working order and suitable for teaching use, and that resources are used effectively.

**Teaching**

* Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils’ prior knowledge.
* Deliver lessons appropriate to pupils’ different abilities and educational needs, ensuring that they are all able to progress to their potential.
* Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
* Mark and monitor pupils’ class and homework regularly, providing constructive oral and written feedback.
* Use assessments of pupils’ progress to inform future teaching.
* Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.
* Share and support the school’s duty to provide and monitor opportunities for personal and academic growth.

**Managing pupils**

* Adhere to the processes outlined in the school’s Behaviour Policy, ensuring that any poor levels of behaviour are dealt with appropriately.
* Through effective teaching, ensure that pupils are challenged and that best use is made of teaching time to promote good levels of behaviour.
* Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of resources.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

Stradbroke High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**HOURS OF WORK**

|  |  |
| --- | --- |
| Paid Weeks per year | 52 weeks |
| Normal Working Pattern | Monday to Friday |
| Hours per week | 0.6-0.8FTE |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |

The post-holder will be auto enrolled to join the Teachers’ pension scheme.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Stradbroke High School employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

The Job Description will be reviewed annually as part of Stradbroke High School Performance Management programme.