

## JOB DESCRIPTION

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JOB TITLE</b>               | Teacher of English                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>EMPLOYER</b>                | University of Brighton Academies Trust                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>LOCATION (Academy)</b>      | The Hastings Academy                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>RESPONSIBLE TO</b>          | Curriculum Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>MAIN PURPOSE OF THE JOB</b> | To Deliver High Quality, Engaging And Effective Learning Through Comprehensive Curriculum Knowledge And Excellent Professional Skills.                                                                                                                                                                                                                                                                                                                                               |
| <b>CORE REQUIREMENTS</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| •                              | Inspire trust and confidence in students and colleagues.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| •                              | Build team commitment with colleagues and in the classroom, engage and motivate students.                                                                                                                                                                                                                                                                                                                                                                                            |
| •                              | Demonstrate analytical thinking, improve the quality of students' learning, contribute to the Academy improvement/development planning and promote the learning priorities of the Academy Development Plan.                                                                                                                                                                                                                                                                          |
| •                              | Contribute to the development and/or implementation of Academy policies.                                                                                                                                                                                                                                                                                                                                                                                                             |
| •                              | Use the performance management process to advance student learning and enhance professional practice in line with the Academy's aspirations and priorities.                                                                                                                                                                                                                                                                                                                          |
| •                              | Have lead responsibility for a subject or aspect of the Academy's work and develop plans which identify clear targets and success criteria for its development and/or maintenance.                                                                                                                                                                                                                                                                                                   |
| •                              | Promote the wider aspirations and values of the Academy.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| •                              | <b>Planning, Teaching and Class Management</b><br><br>Teach allocated students by planning their teaching to achieve progression of learning through: <ul style="list-style-type: none"> <li>• understanding and applying effective classroom management,</li> <li>• understanding and applying a range of teaching strategies,</li> <li>• positively targeting and supporting individual learning needs,</li> <li>• maintaining high levels of behaviour and discipline,</li> </ul> |

- effectively using homework and other extra-curricular learning opportunities,
- demonstrating appropriate consistent progress:
  - for the majority of students
  - across all teaching areas
  - across all spectrums of background, ability and behaviour that compares favourably with students in similar settings,
- effectively managing other adults in the classroom.

### **Monitoring, Assessment, Recording, Reporting**

- Use performance data to evaluate students' progress and set appropriate targets for improvement.
- Use assessment to inform planning and teaching.
- Report on progress to all stakeholders.

### **Pastoral Duties**

- Be a form tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- Liaise with the Pastoral Leader to ensure the implementation of the Academy's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- Contribute to the preparation of Action Plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of students and persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with appropriate staff.
- Contribute to PSCE and citizenship and enterprise according to Academy policy.

### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the Academy.
- Maintain an up to date knowledge of good practice in teaching techniques.
- Know subject(s) or specialism(s) to enable effective teaching.
- Take account of wider curriculum developments.
- Incorporate national strategies in all teaching.
- Communicate learning objectives.
- Contribute positively and effectively to the 'Every Child Known' agenda.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Undertake professional development to enhance teaching and students' learning, apply outcomes and identify impact and share outcomes with colleagues.</li> <li>• Take responsibility for professional learning.</li> </ul> <p>Applications from NQT's welcomed.</p> |
| •                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | To carry out all activities in such a manner that data protection requirements are met and are in line with the Academy's policies for Health and Safety, and Equal Opportunities                                                                                                                            |
| •                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | To participate in professional development activities and performance management activities as required                                                                                                                                                                                                      |
| •                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | To undertake other reasonable duties as directed by your line manager                                                                                                                                                                                                                                        |
| <p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p> |                                                                                                                                                                                                                                                                                                              |
| <b>Date: April 2018</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                              |
| <b>Additional Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Disclosure and Barring Check (DBS)</li> <li>• This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.</li> </ul>                                                                                                               |                                                                                                                                                                                                                                                                                                              |
| <p><b>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</b></p>                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                              |

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

#### Qualification criteria

- Degree / Qualified Teacher Status
- Permitted to work in the UK
- Evidence of relevant and substantial CPD

#### Ethos, Skills and Knowledge

- Commitment to fully inclusive education
- Commitment to the pursuit of high standards – academic and behavioural
- Commitment to staff participation in decision making
- Commitment to quality provision for SEN students
- Commitment to equal opportunities
- The ability to work in a fast moving and constantly changing environment
- Effective teaching, student management and communication skills

#### Personal Qualities

- Vision, warmth, energy, resilience, enthusiasm and caring