



SAPIENTIA EDUCATION TRUST

OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION

ENGLISH TEACHER

0.6FTE from September 2023

Line Manager:	Head of English
Salary:	MPR minimum to UPR maximum Pro rata: £18,800 to £26,211

THE POST

We are seeking to appoint an inspiring and energetic Teacher of English with a commitment to supporting our students to 'be the best they can be'. First and foremost, you will be an excellent English teacher and have an unwavering passion for your subject. You will have a clear focus and understanding of what makes high quality teaching and learning and provide excellent outcomes for students. You will have the ability to teach English at both KS3 and KS4, experience delivering GCSE English is essential.

Old Buckenham High School is a member of the Sapientia Education Trust (SET) which is currently led by the CEO.

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.

Sapientia Education Trust 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.

Sapientia Education Trust expects its teachers to have the following professional competences, or in the case of newly qualified teachers, the Trust 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.

JOB SPECIFICATION

General Responsibilities

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Sapientia Education Trust.

The teacher will be responsible to the Headteacher for teaching classes using their skill, experience and best endeavors and in accordance with Teachers' Standards. They will abide by the Code of Conduct for Staff and Volunteers.

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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.

Specific Responsibilities

- To contribute to the Learning and Teaching of English across the school;
- As Teacher of English, in addition to carrying out the professional duties of a teacher other than a Head Teacher, as described in the *School Teachers' Pay and*

Conditions Document, and in meeting the Post Threshold Standards for a Teacher (If applicable) as laid out in the *Professional Standards for Teachers* you will be responsible to the Headteacher for the following specific areas:

KEY TASKS:

- To teach English to students of all abilities and at both Key Stages;
- To set classwork and homework that is in accordance with the Department's Schemes of Work;
- To plan and prepare lessons that meet the learning needs of all students;
- To ensure the effective development of students' citizenship, literacy, numeracy and ICT skills through the subject;
- To follow the school's procedures for assessing, recording and reporting student achievement;
- To interpret and use national, local and school-level performance data to help raise achievement;
- To implement School policies on raising of achievement and monitoring student progress;
- To report regularly to the Head of English on the progress of students within their teaching groups;
- To be responsible in the first instance for the management of behavior in their teaching groups;
- To meet with parents and other agencies as necessary;
- To act as a Form Tutor;
- To take on supervisory duties in line with school policy.

REMUNERATION

Salary Details:

- MPR Minimum to UPR Maximum
- FTE: £28,000 to £43,685
- Pro rata: £18,800 to £26,211

All payments are pensionable under 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 all the time to ensure that students, staff and visitors are able to identify 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 Sapientia Education Trust's Performance Management program.