

**Teacher of English**

**Job Description**

**Post**: Teacher of English

**Responsible to:** KS Coordinator of English

**Job Purpose:** To ensure the effective teaching of English so that students can develop skills and knowledge.

**Duties**:

The Teacher of English is responsible for contributing to the teaching of English to students of all abilities in Years 7 - 13. The fluid nature of the development of the Academy will mean that changes are inevitable. The duties will be reviewed annually as part of the Performance Management Review.

**Curriculum**

The Teacher of English will be required to:

1. Ensure that the aims of the English curriculum, the knowledge, skills and attitude to be imparted to students through the department, are in keeping with the intent of the Academy.
2. Work with colleagues on the development and delivery of courses, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements appropriate to the delivery of English within the context of the National Curriculum and prescribed examination courses. (GCSE & A Level)
3. Ensure that the classroom is a safe and stimulating environment for students to learn with an appropriate range of resources and display.
4. Plan and prepare courses and lessons.
5. Set and mark the work of students.
6. Assess, record and report on student progress, and on the personal and social needs of students.
7. Promote the progress and well being of individuals and classes.
8. Ensure that students with special needs, gifted or less able, are catered for appropriately; to liaise, and work, with the Academy SENCO and LSAs on students with learning difficulties.
9. Play an active part in ensuring that all students are working to their potential and achieving improved standards.
10. Keep abreast of curriculum developments affecting the department and be prepared to discuss matters affecting the curriculum as a whole.
11. Provide guidance on educational and social matters.
12. Participate in all arrangements for public examinations.
13. Review from time to time methods of teaching and programmes of work.
14. Communicate and consult with parents of students.
15. Communicate with appropriate persons or bodies outside the Academy.
16. Participate in meetings arranged for any of the purposes above.
17. Provide or contribute to oral and written assessments, reports and references for students.
18. Participate in statutory arrangements for appraisal.
19. Participate in arrangements for training and professional development.
20. Participate in meetings at the Academy which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements.
21. Provide cover as required, teaching any students whose teacher is not available to teach them.
22. Ensure that Health and Safety issues are properly understood and procedures followed.
23. Ensure that all safeguarding policies and procedures are adhered to.

**Staff**

The Teacher of English will be required to:

1. Co-operate with colleagues and the Head of Department on all professional matters.
2. Support the induction of NQTs as required and support the training of student teachers when they have been accepted into the Department and support colleagues new to the Academy.
3. Support supply teachers and teachers doing cover by assisting to ensure that suitable material is available for lessons when members of the department are absent.

**Communication and meetings**

The Teacher of English will be required to:

1. Attend and contribute to appropriate meetings for the team.
2. Support effective communication by forwarding topics / issues for consideration at meetings and any relevant documentation or memos to the Head of the Department.

**Finance**

The Teacher of English will be required to:

1. Observe budgetary control measures, contribute to monitoring expenditure as required, and make effective use of available resources.
2. Contribute to the maintenance of effective resources for learning - textbooks, student materials, equipment, rooms.

**Academy specialisms**

The Teacher of English will be required to:

1. Demonstrate a commitment to the specialisms of the Academy.

Note: The duties required of all teachers under Pay and Conditions ofService Legislation are a necessary part of this description.

**Person specification - Teacher of English**

The person specification is an indication of the qualifications, knowledge and experience, skills and qualities needed to carry out the role. It will be used in the short listing and interview process for this post. The person appointed to the post will demonstrate:-

**Qualifications**

*Essential:*

Qualified Teacher status

Degree in English

Evidence of continuing professional development

*Desirable:*

Post Graduate qualification e.g. MA.

**Knowledge and experience**

*Essential:*

A good understanding of secondary practice

A thorough knowledge of and enthusiasm for English

A good understanding of how children learn and can actively promote and support developments in teaching and learning

Have high expectations of student achievement and behaviour

The experience of supporting students of differing abilities and backgrounds

Previous experience of teaching English across the age and ability range to include GCSE and A level

Demonstrable track record of success

*Desirable:*

Experience of the OFSTED inspection process

**Skills** have classroom and personal management skills which include:

*Essential:*

An outstanding teacher

An ability to use strategies to improve pupil attainment

Excellent organiser

 An ability to be an active team member, to achieve the department’s, and Academy’s, vision.

 An ability to communicate clearly to a number of different audiences

 An ability to encourage and motivate and enable students

 An ability to promote strong links with parents and the wider community

 A competent user of ICT

*Desirable:*

A willingness to develop knowledge and skills to prepare for further promotion

**Qualities** have clear personal qualities which include:

 Enthusiasm

 Sense of humour

Good interpersonal skills

 The drive to make a difference