

JOB DESCRIPTION

Post: Teacher of English and Whole School Literacy Co-ordinator

Reporting to: Head of English

Salary: Main Pay/Upper Pay Scale plus TLR2B

Responsible for: Librarian



We are seeking a dynamic and enthusiastic teacher of English to join our highly successful department. The successful candidate would be expected to teach across the age and ability range, up to and including A Level.

General professional responsibilities

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document, and subsequent updates. You are required to carry out these duties in accordance with any relevant policy documents adopted by the academy and any division of teaching responsibilities that are from time to time decided.

Generic details

In accordance with the DfE Teachers Standards, the professional duties of a teacher shall be deemed to include the following duties:

- teaching, including planning and preparing courses and lessons, setting and marking of work and assessing, recording and reporting on development, progress and attainment in line with academy policy.
- Using data to inform classroom teaching, monitoring and tracking student progress and putting in place timely interventions.
- preparing students for public examinations, assessing students for the purposes of such examinations, recording and reporting such assessments and attending meetings connected with the conduct of public examinations.
- communicating and consulting with the parents of students, including the writing of reports and attendance at parents' evenings and open evenings.
- maintaining good order and discipline among the students taught.
- participating in departmental meetings.
- working as a member of a team in the shaping of departmental policy and practice, introduction of curricular initiatives, the preparation and development of programmes of study and methods of teaching and assessment.
- contributing to the provision of resources and teaching materials and taking some responsibility for care of stock.
- participating in administrative and organisational tasks in order to ensure the smooth running of the department.

- keeping up to date with curriculum innovation, participating in arrangements for INSET, actively leading own professional development.
- working collaboratively with support teachers in the classroom.
- Where needed, taking responsibility for the monitoring and support of a student teacher taking his/her class.
- setting work for classes where absence is known in advance and setting work for absent colleagues where required.
- taking responsibility for a designated area of the curriculum, administration or curriculum innovation or project.
- following correct procedures, as specified by the Head of Department, when ordering resources.
- carrying out other tasks as reasonably directed by the Head of Department.

Specific TLR responsibilities

- Develop, implement and evaluate an effective whole-school literacy programme.
- To impact on the educational progress of all students in the academy.
- To lead, develop and enhance the classroom practice of teaching staff and teaching assistants.
- To research best practice and lead the staff in CPD which enhances outcomes for students.
- Use national, local and school management data to monitor standards of achievement across the academy in Literacy.
- In conjunction with the librarian devise activities to raise the profile of Literacy across the academy.
- Mapping out the extent to which literacy skills are currently used within the academy.
- Provide advice and guidance to teachers and subject-specific support that will impact on student learning and outcomes.

Desired attributes

It is desirable that the successful candidate:

- Should have Qualified Teacher Status and a good Honours degree.
- Should provide evidence from PGCE profile of meeting the required standards.
- Has had previously successful teaching experience / or teaching practice.
- Most importantly be enthusiastic about the subject and be able to convey this to students
- Have an understanding of assessment and examination requirements for KS3, KS4 and KS5
- Be an outstanding teacher with the ability to demonstrate outstanding practice and progress of students.
- Works effectively as part of a team.
- To actively keep up to date with the developments in the teaching of English.
- A willingness to develop as a professional, taking opportunities to train further within the department, or outside to progress in the career.
- Would be a practising Catholic, although non-Catholics supportive of the full ethos should not be deterred from applying.

This job description will be reviewed regularly and may be subject to modification and amendment.

Person Specification: Teacher of English and Whole School Literacy Co-ordinator

	Essential	Desirable
Qualifications	Qualified Teacher status.	Evidence of continuous INSET with particular reference to improvements in teaching and learning across all key stages
Experience	<p>You should have experience of:</p> <ul style="list-style-type: none"> - Proven track record of outstanding practice in the classroom and outcomes for young people - Setting targets, monitoring progress and interventions and evaluating their impact - Working with colleagues in teams and across a school - Working alongside other teachers in the development of learning - Continuing professional development - Be willing to support in writing schemes of work 	Teaching KS5
Knowledge and Understanding	<p>You should have knowledge and understanding of:</p> <ul style="list-style-type: none"> - Curriculum and pedagogical issues related to student achievement, performance and the development of thinking skills - The importance of working as part of a team - Strategies for intervening with students who are at risk of underachieving as well as those who need further academic stretch - Behaviour management techniques for groups and individuals - National curriculum/exam board changes that could impact on students at all key stages 	
Skills	<p>You will be able to:</p> <ul style="list-style-type: none"> - Make consistent judgements based on careful analysis of available data as evidence - Be an excellent classroom practitioner - Have good data analysis skills with the ability to synthesise the information in reports for departmental intervention action - Have good communication skills, both written and oral - Have good presentation skills with the ability to enthuse and motivate others - Have good organisation skills. - Develop strategies for raising achievement/achieving excellence. - Design, implement and evaluate successful interventions following the effective use of data to track and monitor the progress of individual students and groups of students. 	<p>Confident in the use of information and communication technology.</p> <p>Good influencing and negotiation skills.</p>
Personal Characteristics	<ul style="list-style-type: none"> - Ability to support the Catholic ethos of the Academy - Willingness to share expertise, skills and knowledge - Sensitivity to the aspirations, needs and self-esteem of others - Commitment to team working - Willingness to address challenging issues with clarity of purpose and diplomacy. - Commitment to raising standard for all in the pursuit of excellence. - Hold the highest of aspirations and expectations of all students. 	