



City of Norwich School
An Ormiston Academy | Excellence in all

Teacher of English (MPS/UPS)

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

RESPONSIBLE TO: Faculty Leader for English and MFL, House Leaders, SLT

STANDARDS: See National Professional Standards

OVERALL PURPOSE:

- To contribute to the teaching of English, with the possibility of Media and Film Studies, throughout the school
- To ensure that teaching and learning is developed in a way that results in high standards of progress and attainment being achieved and further improved
- To be a key player within the faculty area and future developments at KS3, KS4 and KS5
- To be a Form Tutor

RESPONSIBILITIES:

i. Teaching and Learning

- Teach across the age and ability range
- Ensure appropriate coverage of programmes of study and examination board specifications
- Enable all students to have access to the curriculum, by planning for the needs of all students
- Ensure all students are challenged in their learning through use of a variety of teaching and learning strategies
- Monitor standards achieved in the subject and, with relevant colleagues, devise strategies for improvement

ii. Resources

- Contribute to, and make use of, shared materials and resources allocated for the subject in conjunction with other staff

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

CONTEXT:

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences.

This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

<i>The applicant will be required to safeguard and promote the welfare of children and young people</i>
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PERSON SPECIFICATION

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

You should be able to demonstrate that you meet the following criteria, measured by:

A: Application Form

B: Lesson Observation

C: Interview

D: References

CRITERIA	Requirement	Assessment
Education and Qualifications		
Graduate in appropriate discipline with Qualified Teacher Status	Essential	A
Evidence of commitment to further study	Desirable	A C
Ability to teach a second subject	Essential	A C
Knowledge and Experience		
Experience of teaching the subject effectively to a range of learners with diverse needs	Essential at KS3 & 4 Desirable at KS5	A B C
Previous study of Media and Film Studies	Desirable	
Experience of a range of teaching and learning strategies	Essential	A B C
Aspire to excellence in teaching through reflective practice	Essential	A B C
Understanding of the recent changes in the curriculum and its application to teaching	Essential at KS3 & 4 Desirable at KS5	A C
Able and willing to contribute to the development of Schemes of Work and shared resources	Essential	A C
Evidence of a commitment to develop and extend subject knowledge and expertise outside of the classroom	Desirable	A C
Skills		
Ability to plan and deliver lessons and schemes of learning that inspire, engage and set high expectations for all students to meet or exceed their expected progress	Essential	A B
Ability to plan and deliver a range of suitable interventions to help students achieve their potential	Essential	A C
Ability to use data to track student progress and identify under performance	Essential	A C
Effective communication skills	Essential	A B C D
Good organisational and interpersonal skills	Essential	B C D
Ability to work as part of a successful team, and establish and maintain good working relationships	Essential	A D
Be an advocate of team-planning and personalisation of learning to enable access to the curriculum for all students	Essential	A C
Be prepared to work with mixed ability prior attainment as well as set groups	Essential	A C
Effective administrator in relation to professional duties	Essential	D
Willingness to offer extra-curricular opportunities for a wide range of students which foster and promote a love of the subject	Desirable	C D
Personal Characteristics		
Responsible for safeguarding and promoting the welfare of children	Essential	D
Willingness to embrace new ideas and share best practice	Essential	D
A passion for the subject	Essential	A B C
Ability to inspire young people	Essential	B D
Positive and optimistic	Desirable	C