



# The Ramsey Academy

## Job Description & Person Specification

### English Teacher

<b>Job Title:</b>	English Teacher
<b>Scale:</b>	MPR/UPR – Suitable for ECT
<b>Responsible to:</b>	Head of English
<b>Responsible for:</b>	Student Progress and achievement Effective teaching in the specified subject area Support staff assigned to the area Working collaboratively with subject colleagues to develop the curriculum provision

<b>Job Purpose:</b>	<p>To deliver the highest quality of Teaching and Learning through being an effective teacher and tutor who challenges and supports all students to achieve their best by:</p> <ul style="list-style-type: none"> <li>• Inspiring trust and confidence in students and colleagues.</li> <li>• Building team commitment amongst students and colleagues.</li> <li>• Engaging and motivating students.</li> <li>• Analytic thinking.</li> <li>• Taking positive action to improve the quality of student’s learning.</li> </ul>
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To maintain a thorough and up-to-date knowledge of the teaching of your subject(s) and to take account of wider educational developments relevant to your work.</li> <li>• To plan tutor sessions, lessons and sequences of lessons to meet the individual, personal and academic developmental needs of students and so build their capacity as independent learners.</li> <li>• To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To use a range of appropriate strategies and follow Academy policies for teaching, tutoring, behaviour management and classroom management.</li> <li>• To use and analyse information based upon prior attainment data and benchmark examination performance data to establish and set expectations, targets and action plans for students in your teaching and tutor groups.</li> <li>• To assess, monitor and record progress of students in your teaching and tutor groups; giving them constructive feedback and advice.</li> <li>• To enable students to achieve well relative to their prior attainment and to make progress as good or better than similar students nationally.</li> <li>• To communicate and discuss students’ progress with parents and, where appropriate, to communicate and cooperate with persons or bodies outside the Academy.</li> <li>• To follow agreed policies for communications in the Academy.</li> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings, review days and liaison events with partner schools/colleges and to contribute to the development of effective subject links with external agencies.</li> <li>• To engage actively in the Academy’s Performance Management review process.</li> </ul>



	<ul style="list-style-type: none"> <li>• To take responsibility for your own professional development within the context of the Academy’s Continuing Professional Development Policy and use the outcomes to improve your tutoring and teaching and your students’ learning.</li> <li>• To make an active contribution to the development of the Academy’s policies, including team development plans and the overall School Improvement Plan.</li> <li>• To contribute to the process of Academy self-evaluation as it relates to School Improvement and Ofsted requirements, taking full account of quality standards and performance criteria.</li> <li>• To ensure the effective and efficient deployment of classroom support while working as a member of a designated team and contributing positively to effective working relations within the Academy.</li> <li>• To co-operate with colleagues to ensure a sharing and effective use of resources to benefit the Academy, department and students and inform the process of ordering and allocation of equipment and materials by assisting the team leader(s) in resource management.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy’s Safeguarding Policies.</li> <li>• To comply with the Academy’s Health and Safety Policy and statutory requirement as detailed in the Health and Safety at Work manual.</li> <li>• To undertake any other duties not detailed above, commensurate with the level of the post.</li> </ul> <p>The job description above is current at the date shown but may, in consultation with staff, be changed by the Headteacher to reflect or anticipate changes appropriate to the responsibilities, grade and job title.</p>
<b>General:</b>	<ul style="list-style-type: none"> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.</li> <li>• Ensure that all duties and services provided are in accordance with the Trust’s Equality &amp; Diversity Policy.</li> <li>• Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.</li> </ul>

**PERSON SPECIFICATION**

<b>Criteria</b>	<b>Qualities</b>	<b>Essential/ Desirable</b>
Qualifications & Training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• A degree in a relevant subject</li> <li>• Evidence of Continuing Professional Development</li> <li>• Further post-graduate qualifications</li> <li>• First Aid Qualification.</li> </ul>	E E E D D
Knowledge & Experience	<p><b>Understanding and knowledge of:</b></p> <ul style="list-style-type: none"> <li>• The National Curriculum at KS3 and specifications at GCSE level</li> <li>• Strategies for raising student achievement and attainment through effective teaching and learning</li> <li>• ICT and how it can impact on students' learning</li> <li>• Current methodology in the teaching of English</li> </ul> <p><b>Successful Experience:</b></p> <ul style="list-style-type: none"> <li>• Excellent outcomes at GCSE in one of the English areas</li> <li>• In the classroom – student/classroom management skills</li> <li>• The ability to deliver consistently good or better lessons</li> <li>• Understanding the importance of quality written feedback to students</li> <li>• The use of assessment data to identify underachievement and plan teaching and learning</li> </ul>	E  E D E  E E E E E
Skills and attributes	<p><b>Skills and attributes in order to:</b></p> <ul style="list-style-type: none"> <li>• Set high expectations for students</li> <li>• Work as part of a team</li> <li>• Take part in/lead extra-curricular activities</li> <li>• Seek advice and support when necessary</li> </ul>	E E E E
Other	<ul style="list-style-type: none"> <li>• Committed to equality and diversity.</li> <li>• Commitment to own continuous personal and professional development.</li> <li>• Committed to our Health and Safety policies and procedures.</li> <li>• Compliance to Data Protection Act 2018 and GDPR principles/requirements.</li> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> </ul>	E E  E E E E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated June 2026.