

JOB DESCRIPTION AND PERSON SPECIFICATION



Job Title	Teacher of English	Location	Weavers Academy
Salary	MPS/UPS	Hours	32.5 hours per week
Department	English	Reports To	Director of Faculty

JOB PURPOSE:

To teach students in allocated classes in order to ensure that their learning and progress is of the highest quality in line with current Teacher Standards; to act as form tutor to ensure the wellbeing, personal development and academic progress of students in the form group.

KEY RESPONSIBILITIES AND DUTIES:

Core Teaching Responsibilities

- Raise student attainment and ensure strong progress in English.
- Support students' academic and personal development as a teacher/form tutor.
- Deliver a broad and engaging English curriculum tailored to individual needs.
- Continuously develop teaching practice through training.
- Plan and teach lessons, assess student progress, and maintain accurate records.
- Ensure high-quality learning experiences that meet standards.
- Contribute to curriculum development and use varied teaching methods.
- Uphold school policies on behaviour, attendance, and safeguarding.
- Collaborate with parents and address child protection concerns appropriately.

Curriculum and Lesson Planning

- Assist in the development of syllabuses, resources, schemes of work, marking policies, and teaching strategies.
- Plan and prepare courses and lessons.
- Undertake a designated programme of teaching.
- Make significant contributions to curriculum planning to ensure teaching drives learning and progress.
- Use a variety of teaching strategies tailored to student needs and programme demands.
- Plan to meet the needs of all students, including those with SEND and those supported by pupil premium.

Additional Responsibilities

- Provide exemplary leadership to meet students' behavioural, emotional, and social needs.
- Offer pedagogical leadership to staff.
- Participate in staff development and professional training programmes.
- Take ownership of behaviour, attendance, and anti-bullying policies.
- Engage actively in the performance management review process.
- Work collaboratively within a designated team.
- Help manage and coordinate the work of other staff where appropriate.

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School Ethos and Community Engagement

- Work with parents and students to communicate school aims, policies, and future direction.
- Foster a respectful culture among students and care for the physical environment.
- Implement strategies developed with external consultants and monitor their impact.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the principal to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none">• Qualified Teacher status.• Degree relevant to the subject.	
EXPERIENCE	<ul style="list-style-type: none">• Expertise in planning the progression of subject skills within individual and across sequences of lessons.• Proven track record of outstanding English teaching including marking and assessment.• Knowledge and understanding of the subject requirements for English.• Successful experience of teaching English at Key Stage 3 and 4.• Proven track record of delivering strong progress outcomes.• Proven track record of strong, effective behaviour management strategies.	<ul style="list-style-type: none">• Experience of teaching English or Media Studies at KS5.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none">• Knowledge and understanding of the subject requirements for English.• An in-depth understanding of the statutory provisions and legislation concerning safeguarding.	

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	<ul style="list-style-type: none"> • Evidence of using analysing data, setting priorities and planning action to address emerging issues. • The ability to develop a philosophy of high aspiration and expectation for every student including those with SEND and those disadvantaged. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • High levels of verbal and written communication. • Ability to work under pressure and be able to meet deadlines. • Ability to communicate effectively and relate well to all stakeholders (including written, oral and presentation skills). • Willingness to contribute to extra-curricular activities. • To be able to develop good learning relationships with students so that they are all motivated to learn and make good progress. • Able to deal with confidential information sensitively and appropriately in line with academy policies. 	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.