



## Job Description

**POST:** Teacher of English

**RESPONSIBLE TO:** Director of English

**RESPONSIBLE FOR:** Delivering high quality teaching and learning

**SALARY:** Mainscale Teacher Pay Range

### **PURPOSE**

To provide a model of best practice in teaching, learning and assessment and work with the Director of English to deliver the accountabilities details below.

The post holder is expected to carry out the professional duties of a teacher in accordance with the current DfE Teachers' Pay and Conditions document and those described in the Outcomes. The post holder is expected to meet all the Core and Post Threshold, Excellent and Advanced Skills Professional Standards for Teachers.

### **PRINCIPAL ACCOUNTABILITIES**

#### **Learning & Teaching**

- Plan, prepare and teach lessons to students assigned to his/her according to the students' educational needs with reference to prior attainment, SEN and English as an additional language as required.
- Teach across the age and ability range, in line with the National Curriculum programmes of study, in such a way as to challenge and inspire students of all abilities.
- Assess, record and report on the development, progress and attainment of students assigned to him/her in line with academy/school policies.
- Contribute to the planning and implementation of the curriculum in accordance with National Curriculum, academy/school and subject guidelines.
- Liaise with colleagues to ensure a coherent programme of study for the students assigned to him/her. Supervise support staff and provide cover as appropriate.
- Set high expectations for students' behaviour establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships
- Be familiar with, support and reinforce the aims, ethos, policies and procedures of the Academy and curriculum area with students, staff and parents where appropriate.
- Promote enrichment and extension activities related to the subject.
- Be responsible for an aspect of the Curriculum Development / Improvement Plan, as agreed with the Curriculum Leader/Director.
- Participate in meetings in the academy/school, which relate to the efficient management of the school or the objective of raising standards within the department and academy/school.



- Perform role of form tutor and assisting in general organisation, behaviour and order of the Academy.
- Undertake all necessary work to enable pupils to enter public examinations.

### **Continuing Professional Development**

- To actively participate in the Trust's Performance Management processes for colleagues
- Reflect on and address own professional development needs
- Help to identify the professional development needs of colleagues
- Facilitate the professional development of colleagues and contribute to the Trust's bespoke CPD programme
- Initiate, and evaluate, action led learning improvement projects
- Perform role of form tutor and assisting in general organisation, behaviour and order of the academy/school.
- Undertake all necessary work to enable pupils to enter public examinations.

### **Teaching Commitment**

The post holder will be expected to teach in line with the Trust's generic teacher's job specification.

### **Safeguarding Children**

The Constellation Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

### **General**

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Trust's Equal Opportunity Employment Policy.
- The post holder must be flexible to ensure the operational needs of the school/academy are met. This includes undertaking duties of a similar nature and responsibility throughout the various places of work in the school/academy, as and when required.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.



## **PERSON SPECIFICATION**

### **KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:**

#### **1. Qualifications – Essential:**

- Qualified Teacher Status
- Degree or equivalent
- Evidence of relevant recent professional development

#### **2. Knowledge – Essential:**

- Outstanding subject knowledge
- Expert understanding of what is required to secure effective teaching and learning
- Excellent understanding of the strategies which help to raise pupils' attainment
- An understanding of performance and contextual data as tools for improving standards of pupils' achievement
- An understanding of up-to-date educational developments nationally
- Understanding of the practical application of Equal Opportunities in a school context

#### **3. Experience – Essential:**

- A proven track record of excellence in the classroom
- Experience of working with other teachers and professionals to extend their understanding and effectiveness
- Ability to work under pressure, achieve quality work and meet competing deadlines
- Ability to raise standards in the academy/school
- Successful experience in a range of year groups

#### **4. Skills – Essential:**

- Excellent teacher performance in the classroom
- Proven skills in successful behaviour management
- The ability to teach different year groups
- Understanding and commitment to the application of new technology as a tool for learning
- Ability to communicate effectively and appropriately in a variety of situations
- Good organisational, inter-personal and consultancy skills

### **INTERPERSONAL/COMMUNICATION SKILLS:**

- Actively supports the academy/school's aim
- Be a team player
- Ability to motivate and inspire staff and students
- Ability to use tact, diplomacy, sensitivity and good humour
- The ability to understand others and create trust
- Ability to coach colleagues to improve their performance
- Effective written and spoken communication
- Awareness of the need for attention to detail
- Ability to demonstrate personal and emotional resilience when working in a range of challenging situations
- Personal commitment to extra-curricular activities



- Good health and an excellent attendance & punctuality record
- Motivation to work with children and young people
- Have a willingness to demonstrate commitment to the values and behaviours of The Constellation Trust
- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to undergo appropriate checks, including enhanced DBS checks.
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

## **Work Environment**

### **a, Work Demands**

High quality curriculum provision and effective teaching and learning within the Academy. This may involve evening work (parent's evenings, meetings etc.).

### **b, Physical Demands**

Endurance within a classroom setting, teaching students while standing, sitting, or walking throughout the classroom, use of educational aids (electronic whiteboards etc.), and retrieval and use of materials.

### **c, Working Conditions**

Working in a classroom educational setting.

### **d, Emotional Demands**

The post holder will be at some risk working in an educational environment above. May be at risk of abuse and aggression from students, parents and carers.

## **Creativity and Innovation**

The post holder will be required to re-schedule work where/when necessary in order to fit in with the working day of the Trust and ensure that tasks are completed.

## **Contacts and Relationships**

Executive Principal/CEO  
Head of School  
Staff  
Directors  
Community  
Parents  
Managers on all levels and locations  
Trade unions  
Other government departments



*This Job Description conveys a full and accurate description of the job:*

**Signature**

**Designation**

**Date**

**1. CONFIRMED BY:** .....

**(LINE MANAGER)**

.....

**2. CONFIRMED BY:** .....

**(SERVICE HEAD)  
(OR DELEGATE)**

.....

**3. RECEIVED & AGREED BY:**

**(POST HOLDER)**

.....

.....\*

*\*The employee must countersign the Job Description to show that he/she has received it, although they may not agree with its content. They may delete "& AGREED" if this is the case.*

**Grade established/Approved**

**DATE OF PANEL:** .....

**DATE:** .....