National Teaching School
designated by
National College for
Teaching & Leadership

GREAT SANKEY HIGH SCHOOL

TEACHER OF ENGLISH

JOB DESCRIPTION & PERSON SPECIFICATION



GREAT SANKEY HIGH SCHOOL
JOB DESCRIPTION

TEACHER OF ENGLISH

Responsible to: Headteacher, via SLT line-manager and Head of Department

Core Purpose:

- ✓ To support the aims of the school, ensuring that the philosophy of inclusion continues to be the experience of all pupils and that the Every Child Matters agenda is delivered.
- ✓ To maximise the achievement and progress of students in the subject.
- ✓ To teach high quality lessons with effective classroom management.

Teaching for Learning:

- ✓ To set high expectations for student performance.
- ✓ To be responsible for the planning, preparation and delivery of appropriate lessons and courses to meet the educational needs of the students in the teacher's care.
- ✓ To use allocated PPA time appropriately to this end.
- ✓ To produce structured lessons with pace, which employ a range of resources and teaching styles to maximise student progress and enjoyment, through clear, shared learning objectives and outcomes.
- ✓ To write and update schemes of work/courses as required, where possible, working as part of a team, sharing good practice.
- ✓ To contribute to the development of the department and the school as a whole.
- ✓ To contribute to the development of the profession, through assisting with trainee teachers.
- ✓ To ensure that all students' needs are met, in particular specific groups including SEN and HPA, liaising as necessary with support staff to provide differentiation and support.
- ✓ To set high standards and provide a role model for students and other staff.
- ✓ To incorporate Assessment for Learning techniques into lesson delivery, so that students are clear on what they have achieved and how they can improve.
- ✓ To establish and maintain a purposeful learning environment, which is attractive.
- ✓ To provide work and set list for cover for planned absence.
- ✓ To assist in the provision of cover for absent colleagues, as requested within the agreed limit, and to assist with the direction of supply staff as appropriate.

Behaviour for Learning:

- ✓ To be responsible, both individually and in conjunction with other colleagues, for good discipline, adhering to school policy, and ensure students' health and safety is a priority in the classroom, in school generally and when on school visits.
- ✓ To undertake break, lunch and detention duties as requested.
- ✓ To forge positive and productive relationships with all students and staff.
- ✓ To report any concerns for students' well-being to ensure Child Protection and Anti-bullying procedures are actively administered.
- ✓ To act as a form tutor, as required, in keeping with the form tutor job description.

Continued Professional Development:

- ✓ To attend INSET, courses and meetings in order to continue personal professional development for self and to ensure that a secure, up to date, specialist subject knowledge and an understanding of current methodology is maintained.
- ✓ To take part in lesson observations and Performance Management reviews.
- ✓ To involve self in additional T+L based activity where possible, including the T+L Working Group and mutual observation to improve practice for self and colleagues.

Monitoring and Assessment:

- ✓ To assess, record and report on the development, progress and attainment of students, as individuals and groups, in line with school and departmental policy and as requested.
- ✓ To mark students' work carefully, conscientiously and regularly according to school and departmental policy.
- ✓ To set student targets and track pupil progress, analysing pupil performance and attainment standards for groups taught in comparison to prior attainment, cognitive ability tests and minimum target levels/grades.
- ✓ To participate in open evenings, parents' evenings and other functions of a similar nature, as deemed necessary by the Headteacher.
- ✓ To prepare and assist with subject examinations where the professional skill/judgement of a teacher is required. This does not include basic invigilation.

Accountability:

- ✓ To liaise on behalf of the school with students, parents, staff, visitors and governors as appropriate.
- ✓ To meet deadlines in accordance with school and department policy.
- ✓ To undertake regular self-evaluation of one's own teaching methods, materials and schemes of work employed and to make changes as appropriate.
- ✓ To ensure that all Monitoring, Evaluation and Review are managed as detailed in the School Progress Cycle.
- ✓ To contribute to whole school reviews of policy and aims.
- ✓ To report absence at the earliest convenience to the member of staff responsible for Cover and on return to school to see the Headteacher.

The responsibilities above are subject to the general duties and responsibilities contained in the current statement of Teachers' Conditions and Employment.

This job description takes into account the recommendations of the roles and responsibilities as outlined in the TTA National Standards as well as the broad guidelines for Subject Leaders.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.

Person Specification / Selection Criteria for Teacher of English

Note: The Applicant will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualifications

Qualification requirements	Essential	Desirable	Source
PGCE or teacher-related qualification	**E**		**A**
Degree in main subject or SKE		**D**	**A**

[B] Experience

	Essential	Desirable	Source
Experience of working in secondary school	**E**		**A/I**
Experience of working in a team		**D**	**A/I**
Experience of working independently		**D**	**A/I**
Experience of creating schemes of work/resources	**E**		**A/I**

[C] Knowledge/Understanding

	Essential	Desirable	Source
KS3 National Curriculum	**E**		**A/I**
KS4 National Curriculum	**E**		**A/I**
KS5 National Curriculum		**D**	**A/I**
Assessment		**D**	**A/I**
Safeguarding &Health and Safety rules.		**D**	**A/I**

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Good communication skills	**E**		**A/I**
Good interpersonal skills	**E**		**A/I**
Honesty	**E**		**A/I**
Team player	**E**		**A/I**
Ability to meet deadlines/manage time	**E**		**A/I**
Organisational skills	**E**		**A/I**
ICT literate	**E**		**A/I**

Empathy with students/ability to form good relationships	**E**		**A/I**
Enthusiastic ability to motivate others	**E**		**A/I**
Initiative/Problem-solving skills	**E**		**A/I**
Willingness to learn new skills	**E**		**A/I**
Commitment to the school ethos and aims	**E**		**A/I**

[E] Additional Factors

	Essential	**Desirable**	**Source**
A commitment to raising achievement across the whole age and ability range	**E**		**A/I**
Willingness to be involved in extra-curricular activities	**E**		**A/I**
Driven towards achieving results for all	**E**		**A/I**
Commitment to developing links with parents and the wider community	**E**		**A/I**

[F] Pre-Employment Checks

	Essential	**Desirable**	**Source**
Positive recommendation from all referees, including current employer	**E**		**R**
DBS Clearance post appointment	**E**		**N/A**

[G] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

(Source: A=Application (form+letter); I=Interview; R=Reference)