



**GUISELEY  
SCHOOL**

# *Job Description*

<b>Job Title:</b>	Teacher of English
<b>Line Managed by:</b>	Curriculum Leader of English

## **Job Purpose**

To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

## **Principal accountabilities**

To meet the school's vision for our students to discover and develop their talents in the pursuit of individual academic achievement, personal growth and success, the post-holder will be able:

## **Teaching and Managing Student Learning**

1. To teach the lessons assigned
2. To provide effective teaching for whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time
3. To use teaching methods which keep students engaged and stimulated, including effective questioning response, clear presentation and highly effective use of resources
4. To identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter in order to teach students highly effectively
5. To set appropriate and demanding expectations for students' learning and motivation and set clear targets for students' learning, building on prior attainment
6. To help identify students who have special educational needs and know where to seek advice in order to give positive and targeted support and implement and keep records
7. To assess how well learning objectives have been achieved and use this assessment for future teaching
8. To set homework in line with the school's Homework policy
9. Under the guidelines of the school's Assessment policy to mark and monitor students' class and homework providing constructive oral and written feedback, setting targets for students' progress.
10. To understand the demands expected of students in relation to the Curriculum and examination specifications at all key stages
11. To provide or contribute to oral and written assessments, reports, records of achievement and references relating to both individuals and groups of students
12. To participate in preparing and presenting students for public examinations
13. To set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching, positive and productive relationships in line with the school's Behaviour policy and procedures
14. To maintain good order and discipline among the students and take care of their health and safety when they are on school premises and when they are engaged in authorised school activities elsewhere. To contribute / help prepare risk assessments as necessary following the school's health and safety guidelines
15. To undertake the role of Form Tutor where required
16. To take part, as required in the review, in the development and management of activities relating to the curriculum
17. To select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met
18. To set work whenever possible if absent from school.

## **Relationships with Parents/ Carers and the Wider Community**

1. To prepare and present informative reports to parents / carers and attend Parents' Evenings / meetings
2. To provide opportunities to develop students' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context
3. To use Student Planners to note achievements and concerns, and to acknowledge / respond to notes from parents / carers
4. To liaise with parents and agencies responsible for students' welfare.

## Manage Own Performance and Development

1. To take responsibility for own professional development and to keep up to date with research and developments in pedagogy and in the subjects taught
2. To participate in arrangements made in accordance with the appraisal cycle
3. To participate in arrangements for further training and professional development as a teacher
4. To follow school policy by attending and participating in meetings
5. Where appropriate to the individual, and in negotiation with the Line Manager, to undertake role(s) that would be beneficial to career development
6. To share corporate responsibility for the implementation of school policies and practices
7. To set a good example to all students in their presentation and their personal conduct
8. To attend child protection and safeguarding training where appropriate
9. To adhere to and work within the school's child protection and safeguarding policies
10. To adhere to and work within the school's health and safety; security; confidentiality and data protection policies and procedures.

## Managing and Developing Staff and Other Adults

1. To establish and maintain effective working relationships with all colleagues
2. To advise and co-operate with all colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements
3. To work and manage when appropriate other adults in the classroom situation.

## General Duties

As defined by the School Teachers' Pay and Condition Act 1991 and subsequent orders as listed in the most recent School Teachers' Pay and Conditions document.

## Health & Safety

All staff will make themselves familiar with the requirements of the Health and Safety Policy that are relevant to their work.

The school operates on a 30-period weekly timetable and provides 3 periods of PPA and one non-contact period. The non-contact period may be used for rarely cover if required. Ordinarily, MPS/UPS teaching staff will teach 26 out of 30 periods per week.

*Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.*

*We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.*

Signed post holder \_\_\_\_\_

Date \_\_\_\_\_

Guiseley School Person Specification

Title of Post		Teacher of English	
Department		English	
Specification prepared by		Headteacher/HR	
Date		April 2026	
Factor	Essential	Desirable	How Identified
<b>Skills and Abilities</b>			
1.	Ability to teach to English across KS3 & KS4	Ability to teach A-Level English and/or Media	Application Interview
2.	Ability to sustain good working relationships with colleagues		Application Interview Reference
3.	Good organisational skills		Application Interview Reference
4.	Excellence as a practitioner in English		Application Interview Reference
5.	Excellent classroom management		Application Interview Reference
6.	Ability to enthuse and motivate pupils		Application Interview
7.	Good ICT skills		Application Reference
8.		Ability to use ICT packages	Application Interview

<b>Knowledge</b>			
1.	National Curriculum at KS3 in English		Application Interview
2.	Requirements of relevant examination specifications		Application Interview

## JD & PS Teacher of English 2026

	3.	Appropriate teaching & learning methodologies		Application Interview Reference
<b>Qualifications &amp; Training</b>				
	1.	Degree or other appropriate qualification in English		Application
	2.	QTS or moving towards		Application
	3.	Evidence of recent relevant training		Application Interview
<b>Experience</b>				
	1.	Successful teaching and ITT record or successful teaching practice		Application Interview Reference
<b>Other requirements</b>				
	1.	Willingness to contribute to maintaining the high standards of the department		Application Interview
	2.	Willingness to contribute to extracurricular activities		Application Interview
	3.	Enthusiasm for subject area and teaching and learning		Application Interview
	4.	Good record of attendance		Application Interview Reference
	5.	Must be legally entitled to work in the UK		Application form
	6.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/vulnerable clients/finance		DBS

