JOB DESCRIPTION

JOB TITLE:	Teacher of English Literature
LINE MANAGER:	Head of Department

PURPOSE OF THE JOB

The role of the teacher is central to the provision of a high-quality learning experience. Teachers Hereford Sixth Form College will have enthusiasm and excellent subject knowledge to encourage, motivate and inspire students within their subject area. Teachers will provide engaging lessons which inspire students to achieve their best, enabling students to continually improve their performance by providing positive, constructive feedback. Teachers will have a thoughtful and self-reflective approach to pedagogy and a strong desire to be an outstanding classroom practitioner, with a genuine enthusiasm for working with 16–19-year-olds.

KEY PERFORMANCE AREAS AND RESPONSIBILITIES

The post-holder will deliver the key responsibilities under the following categories:

Curriculum

- To plan and organise learning experiences, either directly (through teaching) or indirectly (through the management of learning), which take account of the range of ability and prior achievement of students within a class set and the individual learning needs of students.
- To use, or oversee, a range of appropriate teaching strategies which incorporate processes to ensure that effective learning has taken place.
- To develop and make effective use of resources, materials, schemes of work and learning technologies appropriate to the subject matter/skill being taught which will meet the needs of individual students.
- Set regular and relevant homework, tests and assignments to support and consolidate learning.
- To create a purposeful, positive and supportive teaching environment, sensitive to equality and diversity and health and safety issues.
- Promote high standards of behaviour, attendance and punctuality

Student assessment, reporting and support

- Promote and safeguard the welfare of children and young people.
- Provide regular feedback on work, and where necessary in line with exam board guidance, to include both work set by the teacher, college or exam board
- Maintain accurate records of students' progress and development in accordance with the College's tracking, monitoring and intervention procedures.
- Provide appropriate support and challenge for students in accordance with the College's student intervention procedures.

- Demonstrate commitment to student support, guidance and student enrichment activities.

- Communicate regularly with students, colleagues and parents regarding student progress and student needs.

Subject review and development

- Demonstrate an up-to-date professional knowledge and teaching of the subject.

- Participate in professional development activities, as appropriate and as required by the curriculum leader or subject leader, including subject updating, wider relevant curriculum developments and the preparation of the annual subject self-assessment review (SAR).

- Participate in systems for strategic planning.

- Participate in management systems for quality assurance, review and improvement.

Liaison within and outside college

- Attend all relevant staff and curriculum area meetings as reasonably required.

- Participate in the systems and events for college publicity, recruitment and induction of students as appropriate.

- Liaise and communicate as appropriate with students and parents/carers in accordance with college policy.

- Participate in all open events and parents' evening events

- Maintain and promote awareness of equality, diversity and inclusion and health and safety issues and adhere to any relevant college policies on these and other cross-college matters.

- Promote a positive image of the College to external agencies and the local community.

GENERAL RESPONSIBILITIES

- Participate in training and team development activities, to update knowledge and skills.

- As appropriate, to participate in the arrangements for mentoring, coaching and spreading good practice to more junior teaching staff (for example through the induction of Early Career Teachers).

- If required, take on the responsibility of a tutor group and carry out Personal Tutor duties as detailed in the College's Tutorial and Reporting Policy.

- Make best us of technology, facilitating change to deliver new ways or working, which support the College's strategic objectives and core values.

- Demonstrate commitment and enthusiasm to promote the principle of equality, diversity and inclusion in employment and service delivery.

- To adhere to all college policies and procedures, especially those relating to child protection and safeguarding, students, health and safety, equality of opportunity and human resources, and the financial regulations and procedures.

- Take part in the College's staff appraisal and performance management cycles as appropriate.

- To undertake such other duties, commensurate with the post, which your managers, or other members of the executive leadership team may reasonably and occasionally require, including working evenings and covering for absent colleagues.

ADDITIONAL INFORMATION

- The post holder will report to the curriculum leader responsible for the subject, who will serve as the line manager. The post holder will work collaboratively with the subject leader and other teachers on the subject team.

- Salary will be paid on the Sixth Form Colleges Association teaching staff pay scale, grades 1-9 (currently £25,826 – £42,149). The salary point is determined according to relevant experience and is pro rata for part-time teachers.

- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

- Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

PERSON SPECIFICATION - Teacher of English Literature

SPECIFICATION	ESSENTIAL	DESIRABLE
Knowledge/Qualifications	• A good honours degree • Teaching qualification	Ability to contribute to teaching in areas in addition to English
Relevant experience	• Teaching or teaching practice experience at AS/A Level	
Skills/Aptitudes	• Ability to relate to 16-19 year olds and to teach effectively • Good organisational and planning skills • Good communication and interpersonal skills	• Good IT skills
Other requirements	• A desire to contribute to the development of the College as a whole • Ability to work effectively as part of a team • Record of personal and professional development	• Commitment to undergo further training and development as appropriate