



Teacher of English

Job Description & Person Specification

Job Description

Teacher of English

The current School Teachers' Pay and Conditions Document and the DfE standards for teachers apply to this post. The Nene Education Trust (NET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Core Purpose

- > To contribute to the work of the department in maximising the progress and achievement of all students.
- > To develop, implement and deliver an appropriately broad, balanced, engaging, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- > To monitor and support the overall progress and development of students as a Teacher/Form Tutor.
- > To facilitate and encourage engaging and challenging learning experiences which provide students with the opportunity to achieve success.
- > To contribute to raising standards of student attainment.
- > To promote and support the school's commitment to provide a wide range of opportunities for personal and academic growth.
- > To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.
- > Be a role model for students, inspiring them to be actively interested in learning and demonstrate teaching as an aspirational professional career.
- > To consistently promote and model school policies and procedures.
- > To contribute to a school culture and environment that promotes the well-being of all students and staff.

Teaching

- > Teach consistently high-quality lessons.
- > Plan and deliver high-quality schemes of work and lessons that meet the requirements of the KS3, 4 and 5 curricula.
- > To maintain appropriate records and to provide relevant accurate and up-to-date information
- > The accurate and timely completion of relevant documentation to support the tracking of students.
- > Set high expectations for students and other staff in relation to standards of achievement and the quality of learning & teaching.
- > Prioritise and manage time effectively, meeting agreed deadlines.
- > To plan and ensure the effective/efficient deployment of classroom support
- > To positively promote and maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, attendance, behaviour, standards of work and homework.
- > Contribute to the development of schemes of work at all key stages in the department and adhere to them in practice.
- > Promote aspects of Personal Development, Literacy and Numeracy in relation to subject area.
- > Ensure continued professional development in line with the role to update subject knowledge and expertise and keep up to date with developments in teaching practice and methodology, in general.
- > Promote learning in subject area through agreed out of hours activities.
- > Contribute to ensuring a high-quality learning environment within the department, with a particular focus on own classroom.
- > To maintain excellent subject specialist knowledge in specialist subject and develop subject knowledge in topics related to Work. World. Wellness.

Assessment, Feedback and Tracking

- > To implement, monitor and evaluate the assessment and feedback to students in line with whole school and department policy.
- > To follow department monitoring and tracking policies and systems relating to students' attainment, progress and achievement and keep appropriate records.
- > Mark, grade and give written/verbal and diagnostic feedback to students as required and in accordance with school policy.
- > Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures.
- > Assess, record and report on the attendance, progress, development and attainment of students in accordance with school policy and procedures.
- > To use student progress data and tracking information to inform teaching and learning and implementing appropriate interventions, with particular reference to identified groups.
- > Comply with setting and assessment arrangements as required by school policies, including standardising those assessments.

Student Support and Progress

- > To be a Form Tutor to an assigned group of students if and when required.
- > To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- > To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
- > To register students and encourage their full attendance at all lessons and their engagement with all other aspects of school life.
- > To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- > To contribute to the preparation of Department Excellence Plans and other reports as required
- > To alert the appropriate staff to problems experienced by students.
- > To communicate as appropriate, with the parents/carers of students and external agencies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- > To contribute to PSHE, citizenship and enterprise as required and according to school policy.
- > To apply the Behaviour for Learning policy so that effective learning can take place.
- > Meet with students over whom there are concerns and contact home where necessary in conjunction with student support teams.
- > Take active responsibility for safeguarding children and support and promote the application of Safeguarding and Safe Practices policies within the school.
- > Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

Personal Responsibilities

- > To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- > To actively promote school policies and procedures.
- > To comply with the school's policies including Safeguarding and Health & Safety policy and undertake risk assessments as appropriate.
- > To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- > To undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis.
- > To attend meetings scheduled in the school calendar punctually.
- > To set high quality cover work during any leave of absence.
- > To comply with staff code of conducts including professional dress code expectations.

Our Culture and Ethos

Qualities, Culture and values - Essential

Values aligned with the shared principles of the Nene Education Trust

- People First - enabling everyone to be better
 - Working Together - collaborating to improve all of our schools
 - Outward Facing & Ambitious - working with others to improve education
 - Autonomy - the agency to work within a set of frameworks
 - Celebrating Achievements - creating a culture to value all parts of the team
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- > Ambition, drive, determination to ensure the school is outstanding
 - > Genuine passion and a belief in the potential of every student
 - > Strong work ethic but also able to model work / life balance
 - > A team player - we before me
 - > Excellent communicator, capable of inspiring and engaging all stakeholder groups including students, parents/carers, colleagues and other local groups
 - > Ability to use data to inform strategy and diagnose weaknesses that need addressing
 - > Flexibility and adaptability to meet unexpected challenges
 - > Be able to use reflection to learn from experiences
 - > Takes responsibility for own actions
 - > Be able to use humour and empathy appropriately
 - > Maintain a positive, supportive approach even when under pressure
 - > Commitment to the safeguarding and welfare of all students



Person Specification

Essential

Desirable

Education & Qualifications

- > Graduate and qualified teacher.
- > Evidence of continuing and recent professional development relevant to subject area.

- > A higher degree in relevant discipline.
- > Completion of leadership training and/or qualification.

Relevant Knowledge & Experience

- > A proven track record of recent and successful class teaching in mixed ability classes of age 11-19 students (or of successful training as an ECT).
- > Good understanding of current theory and best practice in teaching and learning, particularly how it relates to achieving high rates of student progress and improved outcomes.
- > Thorough knowledge and understanding of the National Curriculum in subject area.
- > Effective use of Assessment for Learning to engage students as partners in their learning.
- > Knowledge and understanding of effective strategies for creating a positive learning environment and maintaining high standards of discipline in accordance with the school's Inclusion policy.
- > An understanding of equality of opportunity issues and how they can be addressed in the school.
- > Understanding of the importance of ICT to raise standards and a commitment to e-learning.

- > Further accredited qualifications relevant to role



Person Specification

	Essential	Desirable
Skills & Abilities	<ul style="list-style-type: none"> > Able to teach subject across Key Stage 3 and 4. > Demonstrate the skills of a good classroom practitioner. > Able to inspire, engage and motivate students. > Provide appropriate levels of challenge, so that students make at least good progress. > Use methods and resources that enable all students to learn effectively. > Use assessment information effectively to differentiate and plan next steps in students learning. > Make effective use of time. > Ensure effective and appropriate management of student behaviour and secure high standards of behaviour. > Make effective use of teaching assistants and other support. > Enable students to develop as independent learners and acquire new knowledge and skills. > Enable students to develop self-esteem and respect for others. > Create a positive, well organised and stimulating learning environment. > Ability to make a significant contribution to the school ethos that promotes high achievement. > Commitment to raising achievement with high expectations evident in all lessons. > Ability to work as part of a team to plan, design and implement an innovative and challenging curriculum. 	<ul style="list-style-type: none"> > Ability to teach at Key Stage 5. > Experience of analysing and producing data. > A willingness to assist with the writing of action plans in order to promote student progress within their own subject and that of others. > Ability to teach Media Studies up to Key Stage 5.
Personal Qualities	<ul style="list-style-type: none"> > A commitment to further your own professional development and to the principle of continuous improvement. > Commitment to safeguarding and promoting the welfare of children and young people. > Passion for the profession and providing young people with outstanding opportunities. > Sense of humour, presence, drive and flexible/agile 'can do' attitude. > Excellent interpersonal skills. > Resilience, energy and ability to solve problems. > Excellent written and oral communication and presentation skills. > Willingness to take part in extra-curricular activities including trips and visits. > Highly organised with appreciation and awareness of equipment, workshops and classrooms > Willingness to share own creativity towards department policies, SOWs and ongoing development of the department > Willingness to promote the department and subject through displays and exhibitions 	<ul style="list-style-type: none"> > Wide range of interests. > Openness to share life experience including previous employment / career or skills.

Join Our Team

The Nene Education Trust is comprised of 8 unique and wonderful schools located in East Northamptonshire and Wellingborough. We are proud of our schools, students, staff and the communities they serve. We are committed to raising aspirations and developing character in a positive environment for all.

Raising aspirations and developing character is at the heart of everything we do within our schools to enable each young person to achieve highly and be successful in life, contributing back to the world we live in.

Throughout their educational journey in the Nene Education Trust, we aim to develop all our learners within a positive environment for learning, along with opportunities to develop their spiritual and moral compass so that they grow with integrity. Through a set of shared principles and our collaborative working we continue to develop as a multi-academy trust of highly effective schools. We are stronger together!

Working for Us – Professional Development

We have a long track record of 'growing our own' and are committed to providing professional development opportunities for all staff. These include:

- > Support (both financial and with study time) for other professional development programmes including MBAs.
- > Access to Nationally Recognised Professional Qualifications and other external programmes including the Chartered Teacher Programme.
- > Our in-house Leadership Pathways programme which offers bespoke training for middle and senior leaders.
- > There are also opportunities for staff to experience secondments at other schools in the Trust, collaborate with colleagues and work on exciting projects across the organisation. All school leaders contribute 10% of their time to 'working together to improve all our schools'.

Working for Us – Health and Wellbeing

The health and wellbeing of our staff are important to us. We firmly believe that healthy, happy staff make for a positive and productive workforce, a thriving and dynamic environment and engaged and achieving young people. Our approach to staff wellbeing continues to evolve as we look for ways to further enhance the working environment and wellbeing of our staff. We offer:

- > An open and collaborative working environment, not just within your school but also across the Trust where innovation is encouraged.
- > Discounted gym membership.
- > Commitment to exploring ways to reduce email traffic and confine email replies to office hours – while recognising our employee's preferences for when they work.
- > Commitment to continuously review workload issues and explore options for simpler, less onerous methods and processes.
- > 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance on any personal and/or work-related matter.
- > Free Mindfulness training with a qualified and experienced professional.

What can we offer?

We offer the opportunity to:

- > Work within a fantastic, close-knit community.
- > Help shape the future of our school and the Nene Education Trust.
- > Teach highly motivated and talented children.
- > Work with a range of colleagues who are valued, well-qualified and highly-motivated.
- > Experience fantastic and varied opportunities for professional development.
- > Work in a school where there is a genuine belief in the importance of staff well-being, as well as valuing each person (child, staff member, parent/carer...) as a unique human being.
- > Live and work in a semi-rural location that offers competitive house prices, with outstanding leisure and shopping facilities and excellent transport links to all areas of the country.

Our Trust and all of its staff are committed to safeguarding and promoting the welfare of the children. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.

The Nene Education Trust strives to offer the very best education within our power to every child we can reach.

Our member schools are part of a family that shares its knowledge, expertise and resources to change children's lives. You will be committed and passionate about raising standards and life chances for all children in an inclusive environment.

The Nene Education Trust is comprised of the following schools:

Manor School
 Newton Road School
 Raunds Park Infant School
 Redwell Primary School
 Stanwick Primary School
 St Peters CE Academy
 Windmill Primary School
 Woodford CofE Primary School

How to apply

Please complete the teaching application form, in full, in black ink or type. CVs are not accepted and should not be submitted as part of the application. Your supporting letter should be no more than two sides of A4 and should enhance your application by highlighting the specific expertise, knowledge, skills and experience you could bring to the role. To arrange a general conversation about the role, please contact Sandra Rodway, Interim Co- Principal's PA, in the first instance by email srodway@manor.school.

Please return completed applications to joinourteam@neneeducationtrust.org.uk. Application closing date: **Monday 16th May at 12:00 noon**. Interviews will be held on: **Friday 20th May 2022**. We reserve the right to interview potential candidates and appoint prior to the closing date.



www.manor.school

01933 623921

@Manor_School



Proud to be part of the
Nene Education Trust