

Heathfield Community School



Job Description

Job title: English Teacher

Salary: Teacher Pay Scale, M1 – UPS3

Hours: Full Time (part time will be considered)

Contract type: Maternity Cover

Reporting to: Head of Department

Responsible for: Teaching and delivery of English subjects for all year groups

Main purpose

This person, under the direction of the Head of Department:

- Have a passion for all areas of English and an excellent subject knowledge to KS4 in at least one subject specific area
- Have a relentless drive to achieve outstanding progress and attainment for every student
- Have the initiative to develop schemes of work, share them with staff and teach them to students
- Be able to enthuse, engage and motivate students
- Have excellent organisational and communication with students
- Support the Head of Faculty in the following areas:
 - assess the quality of the teaching and learning across the board to ensure high standards of student attainment, achievement and behaviour.
 - ensuring that appropriate home learning is set and marked
 - implementing the school's Behaviour for Learning policy
 - planning for intervention where required to improve teaching and learning
 - support coaching and mentoring of English teaching staff to ensure the effective induction and supervision of new departmental colleagues.
 - To support the line management of colleagues across the curriculum area.
- Be a pioneer for literacy, organising extra-curricular activities, English challenges and raising the profile of English.
- Deliver on mastery concepts

This person will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Duties and responsibilities

- Have an overview of provision for all students including those with SEN/ SEMH, monitoring and reviewing the quality of provision through the use of data to ensure the provision is fully inclusive.
- Contribute to school self-evaluation, particularly with respect your department and whole school.
- Maintain an up-to-date knowledge of national and local and school's initiatives which may affect the school's policy and practice, particularly in the subject of English.
- To demonstrate and model excellent classroom practice to colleagues.
- To report regularly to SLT, parents and carers, on the progress of students.

Other areas of responsibility

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role and this Job Description and does not define in detail all duties/responsibilities of the post. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. The Job Description will be reviewed on a regular basis and may be subject to modification or amendment after consultation and agreement with the postholder. Additional detailed guidance can be found in the Heathfield Community School Practice document which is issued to all members of the teaching staff.

Problem Solving and Creativity

- The post holder will deal with ever changing and conflicting deadlines, frequent interruptions to their workload
- The postholder will be required to provide advice on a range of complex people issues, that may not have a clear answer, requiring innovative and creative solutions

Decision Making

- Prioritising work to meet deadlines
- Frequently deals with non-routine queries.
- The postholder is responsible for providing advice and guidance on a range of people issues
- They will be required to make use of high levels of discretion and persuasion to effectively deliver a solution focused approach.

Physical Effort and Working Conditions:

Heathfield Community School has expanded over the years and has various buildings across its site, you will be expected to show your presence across the whole site.

Person specification

CRITERIA	QUALITIES	
	ESSENTIAL	DESIRABLE
Qualifications and training	➤ Qualified teacher status. ➤ Degree.	➤ Demonstration of ongoing and current CPD. ➤ Postgraduate or Professional Graduate Certificate in Education (PGCE)
Experience	➤ Teaching experience. ➤ Experience of working with a range of students ➤ Experience in adapting teaching style to meet the needs of all students ➤ Involvement in self-evaluation and development planning. ➤ Experience of working with targeted interventions and reviewing impact with department colleagues and SLT	➤ Experience in teaching GCSE English.
Skills and knowledge	➤ Understanding of what makes 'quality first' teaching, and of effective intervention strategies. ➤ Ability to plan and evaluate interventions. ➤ Data analysis skills, and the ability to use data to inform provision planning. ➤ Effective communication and interpersonal skills. ➤ Ability to build effective working relationships. ➤ Ability to influence and negotiate. ➤ Good record-keeping skills. ➤ Excellent subject knowledge	
Personal qualities	➤ Commitment to getting the best outcomes for students and promoting the ethos and values of the school. ➤ Commitment to equal opportunities and securing good outcomes for students with SEN or a disability. ➤ Ability to work under pressure and prioritise effectively. ➤ Commitment to maintaining confidentiality at all times. ➤ Commitment to safeguarding and equality.	