

English Teacher – Maternity Cover
Pastoral responsibility for a class and teaching across other curriculum areas where required

JOB DESCRIPTION

Post Title: English Teacher - Maternity Cover		Director/Service/Sector: Education		Office Use
Grade: Main teachers Pay Scale or UPR		Workplace: Highfield Middle School		JE ref:
Responsible to: Headteacher and Senior Leaders		Date: from Nov 2021	Manager Level: No	HRMS ref:
Job Purpose: To effectively teach English to children aged 9-13 and Foundation subjects as required. To fulfil all aspects of the post as set out in “Teacher Standards” and undertake all duties as set out in the “Conditions of Employment of Teachers other than Head teacher’s” which can be found in the school Teachers Pay and Condition document				
Resources		Staff	Not responsible for any staff but will need to work with and lead learning with teaching support staff in lessons	
		Finance	No budget management	
		Physical	Classroom organisation and resources	
		Clients	Children, Parents and Carers	
Duties and key result areas:				
1. Preparation and planning of work for classes & teaching groups following medium term plans & schemes of work provided by Subject Leaders as directed by the Headteacher.				
2. Effectively use a range of teaching styles including IT to cater for the different needs of children.				
3. Marking, monitoring & accurately assessing pupils’ work, standards achieved and progress made by individuals and groups in line with national, local, departmental & whole school policies. Ensure assessment is used effectively and efficiently to support planning and teaching.				
4. Taking part in the processes of target setting, recording progress and attainment, pupil tracking and reporting to parents as required by the Leadership Team, Subject Leaders & Year Leaders.				

5. Active and effective involvement in the pastoral care, behaviour & welfare of all pupils. Excellent behaviour management.
6. Expecting & maintaining high standards of organisation & management of teaching areas, year group areas, and resources.
7. Undertaking pastoral responsibility for a class and working within a Year Group team under the direction and leadership of the appropriate Year Leader.
8. Taking part in department, year group and whole school planning & development meetings during directed time and involvement in continuing professional development activities as required.
9. Supervising pupils at break times and immediately before and or after school ensuring their safety and good behaviour (as part of a rota system).
10. Ensure at all times the safety and welfare of all children. To fully implement all aspects of the school's Safeguarding Policy.
11. Taking part in the appraisal procedures for teachers in the school as outlined in the appraisal policy.
12. Involvement and initiation of extra-curricular activities provided for pupils by the school, but only on a voluntary basis and outside directed time.
13. Encourage others and demonstrate a positive outlook.

Undertake all duties as set out in The Conditions of Employment of Teachers other than Head teachers, which can be found in the "School Teachers Pay and Conditions" document.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements: Working patterns: Working conditions:	Attendance is required at school every day – term time and CPD days. Teacher pattern of work as set out in Teachers Pay and Conditions. This post is 1.0 fte

PERSON SPECIFICATION

Post Title: English Teacher - Maternity Cover		Director/Service/Sector: Education	Ref:
Essential	Desirable		Assess by
Knowledge and Qualifications			
Teaching Qualification P.G.C.E. or recognised education degree in teaching. Excellent subject knowledge in English Ability and knowledge, willingness to teach across a range of subject areas as required.	A subject specialism in English SEND expertise Phonics training		App Ref
Experience			
Teaching Core and Foundation subjects within 9-13 age range to a high standard. Understanding of and experience of a creative curriculum. Working with pupils with SEND and/or teaching phonics	Experience of working with disadvantaged pupils Experience of teaching PSHE and/or RE		App Ref Int
Skills and competencies			
Be an excellent teacher. Ability to support whole school drive to further raise standards. Ability to establish and maintain excellent relationships with pupils, parents and colleagues. Good communication and motivational skills. Excellent teaching skills which will inspire and motivate. Effectively differentiate learning for individuals and groups thus enabling pupils to make better than expected progress. Ability to meet deadlines, organise the classroom and maintain a high standard of discipline. Knowledge of and recent experience of using assessment information and data to inform teaching. Ability to use effectively IT to support learning and teaching. Make learning interesting and accessible, meeting the needs of a variety of	Ability to bring creative ideas to a team and support enrichment activities. Plan, deliver and evaluate effective and engaging lessons. Experience/desire to support extra-curricular activities.		App Ref Int

learning styles. Be a reflective practitioner.		
Physical, mental and emotional demands		
Ability to work under pressure. High level of commitment to school and its aims. Professional integrity and positive approach. Excellent attendance and punctuality. Flexibility. Ability to meet deadlines. Able to attend meetings, day/residential visits. Maintain a positive approach and outlook.		App Ref Int