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| <b>Position</b>       | Teacher of English – Maternity Cover                                                                                              |
| <b>Responsible to</b> | Head of Department                                                                                                                |
| <b>Hours</b>          | Full time                                                                                                                         |
| <b>Liaison with</b>   | Headteacher, Deputy Headteachers, Assistant Headteachers, Support Staff, EMET staff, External Agencies, Parents/Carers, Governors |

### **Job Purpose**

- Ensure a consistently high standard of teaching and learning at KS3, KS4 & KS5
- Support student progress and achievement in English so that students achieve their potential
- Promote and safeguard the welfare and personal development of students

### **Strategic Planning/Development**

- Support the development and implementation of the purpose, values, aims and strategic direction of the school.
- Support the development of the appropriate curriculum, resources, schemes of work, assessment/progress, marking policies and teaching and learning strategies in the English department which includes film studies.
- Undertake a designated programme of teaching across all key stages.

### **Curriculum Provision and Development**

- Contribute where appropriate to curriculum development.
- Respond to developments in the curriculum nationally, regionally and locally
- Maintain accreditation with the appropriate examination and validating bodies
- Ensure that students are trained to retain and retrieve curriculum learning when they need it.

### **Student Development and Progress**

- Assist in the evaluation, monitoring and support of the progress of students within the department.
- Assist with assessment, recording and reporting on the attendance, behaviour, progress and performance of students, ensuring that appropriate action is taken and colleagues are kept informed in line with school procedures.
- Meet with students over whom there are concerns, contacting home and report as necessary to the appropriate member of staff.
- Act, if needed, as a personal tutor, carrying out the duties associated with that role in line with the school expectations.
- Assist in the implementation of the school's behaviour management policy and procedures.

### **Staff Development**

- Continue with own professional development and to seek opportunities to improve
- Contribute towards the induction and mentoring of newly qualified teachers
- Ensure the effective deployment of support staff/classroom support to ensure that ALL students learn well

### **Quality Assurance**

- Evaluate the implementation and impact of English teaching so that support and training can be put in place where it is required to maximise student learning
- Invite and reflect on honest feedback without defensiveness
- Set appropriate targets as required to improve the impact of teaching

**Assessment and Progress**

- Contribute to raising standards for all students and maintaining consistently high levels of attainment and achievement by motivating, inspiring, monitoring and assessing students' progress
- Use a range of assessment strategies including questioning, marking and formal assessment which result in students getting the feedback needed for improvement
- Use data about students to inform your teaching so that ALL students make good progress

**Communication and Liaison**

- Ensure effective communication with parents/carers of students and other appropriate bodies
- Represent the work and needs of English students and staff effectively within and outside school
- Develop and coordinate effective subject links with partner schools and the local, national and international community, including attendance at appropriate events
- Embrace a culture of professional learning by sharing and seeking best practice within and outside school

We expect you to play a full part in the life of the school, to support its purpose, values, aims and ethos and to encourage staff and students to follow this example.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Colleagues will be expected to comply with any reasonable request from the headteacher to undertake work of a similar level that is not specified in this job description.

## Person Specification

| <b>Qualifications</b>                                                                                                                                |   |                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------|
| Honours degree standard or equivalent                                                                                                                | E | Application form             |
| Qualified Teacher Status                                                                                                                             | E | Application form             |
| Further qualification / accredited professional development                                                                                          | D | Application form             |
| <b>Experience of</b>                                                                                                                                 |   |                              |
| Inspiring excellent learning and outcomes for students of English                                                                                    | E | Application form/Interview   |
| Successful track record of teaching across key stages 3 and 4                                                                                        | E | Application form/Interview   |
| Successful track record of teaching across key stage 5                                                                                               | E | Application form/Interview   |
| Participation in recent relevant professional development                                                                                            | E | Application form/Interview   |
| Working as an examiner                                                                                                                               | D | Application form/Interview   |
| <b>Professional knowledge of</b>                                                                                                                     |   |                              |
| Components of high quality teaching and strategies for securing and sustaining high standards of teaching, learning and achievement for all students | E | Interview                    |
| Developments and good practice in curriculum and assessment                                                                                          | E | Interview                    |
| Evidence of keeping up to date with current educational developments, initiatives and issues                                                         | E | Interview                    |
| Exam board requirements                                                                                                                              | E | Interview                    |
| Using student information to inform and implement effective intervention                                                                             | E | Interview                    |
| Awareness of confidentiality issues between home and school                                                                                          | E | Application form / Interview |
| Commitment to the safeguarding of students and young people                                                                                          | E | Application form / Interview |
| Understanding of relevant policies and codes of practice, including health and safety requirements                                                   | E | Application form / Interview |
| <b>Professional skills and attributes</b>                                                                                                            |   |                              |
| Be able to give and take honest and accurate professional feedback                                                                                   | E | Application form/Interview   |
| To be part of a team and to work towards common goals                                                                                                | E | Application form/Interview   |
| Good and effective communication, with well-developed interpersonal skills to be able to relate well to a wide range of people                       | E | Application form/Interview   |
| Ability to prioritise workload, plan time effectively and meet deadlines                                                                             | E | Application form/Interview   |
| Excellent organisational skills                                                                                                                      | E | Application form/Interview   |
| Adaptability to changing circumstances and new ideas                                                                                                 | E | Application form/Interview   |
| Responsibility for own professional development                                                                                                      | E | Application form/Interview   |
| Ability and willingness to engage in wider professional networks                                                                                     | E | Application form/Interview   |

E = Essential

D = Desirable