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**Job Description**

**Teacher of English – Maternity Cover**

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| **Grade**  |  MPS/UPS |
| **Responsible to**  |  Head of English  |
| **Job purpose**  | * To support the Head of English to develop an inventive approach to English so that all pupils are stimulated to accomplish their optimum performance
* To assist the Head of English to maintain standards of teaching and learning across the English curricula
* To provide specialist subject expertise to assist departmental staff, as appropriate
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| **Key Accountabilities**  | * Providing assistance and advice to Head of English on the design and delivery of the English curriculum area so that it meets the aims of the Academy and the needs of all students
* Ensuring that innovative and appropriate approaches to learning are made available to students with specific learning needs
* Working with staff in other departments to agree schemes of work so that the content of courses is complementary and provides students with a broader understanding of English and its links with other fields of study
* Ensuring that the statutory requirements of the National Curriculum are met
* Ensuring that the business enterprise culture pervades the entire Englishcurriculum
* Setting targets for pupil achievement
* Evaluating the design and delivery of the English curriculum; continuously striving to improve all aspects
* Monitoring and evaluating progress towards meeting pupil achievement targets in own classes and those aspects of the English curriculum for which s/he is responsible
* Ensuring that there is an effective assessment, recording and reporting system of student progress
* Regularly use of appropriate ICT initiatives to improve learning for pupils and staff
* Providing reports to the Key Stage Co-ordinator or Head of English regarding curriculum matters in defined areas
* In conjunction with the Key Stage Co-ordinator and Head of English, ensuring that the policies and processes for assessing pupils and for setting, monitoring and evaluating attainment goals for pupils are implemented by all English staff
* Contributing to the development of initiatives to outreach to the community
* Assisting the Key Stage Co-ordinator and Head of English to create and implement ways of actively involving parents in the learning process
* Instigating, developing and maintaining links with English based firms so as to enrich the learning experience of both the School Community and the Commercial partners
* Supporting the facilitation of a broad range of activities involving staff, students and the wider community so as to deepen and broaden learners’ experience in English issues
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**Teacher of English – Maternity Cover**

# QUALIFICATIONS

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| **No**  | **Description**  | **Rating**  |
| **1.**  | Degree in English or closely related subject | Essential  |
| **2.**  | Teaching Qualification (PGCE)  | Essential  |

# SKILLS & EXPERIENCE

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| **No**  | **Description**  | **Rating**  |
| **3.**  | Capable of maintaining and delivering innovative curriculum  | Essential  |
| **4.**  | Proven ability to transfer enthusiasm and understanding of English to pupils and departmental staff  | Essential  |
| **5.**  | Excellent understanding of the strategic importance of ICT to raising standards and a commitment to e-learning across the curriculum  | Essential  |
| **6.**  | Expertise in developing teaching and assessment methodology, practical skills, extension of knowledge of English and their practical application  | Essential  |
| **7.**  | Ability to research, adopt and appropriately integrate practices from the business sector into the curriculum and departmental activities  | Essential  |
| **8.**  | Self-motivated with outstanding organisational and planning skills  | Essential  |
| **9.**  | Ability to produce required outcomes with minimal supervision  | Essential  |
| **10.**  | Excellent communication and user ICT skills  | Essential  |
| **11.**  | Exceptional practical skills in specialist subject  | Essential  |
| **12.**  | On-going participant in English related activities  | Essential  |
| **13.**  | Involvement in networking and sharing of best practice  | Essential  |
| **14.**  | Proven record of raising standards in English at all ability levels  | Desirable  |
| **15.**  | Experience of teaching English to ‘A’ Level Standard  | Desirable  |
| **16.**  | Capable of initiating and maintaining innovative curriculum design and delivery  | Desirable  |
| **17.**  | To promote the safety and wellbeing of students, ensuring that the school’s Child Protection and Safeguarding policies and procedures are promoted within the Academy  | Essential  |