



Job Description

Teacher of English (Maternity) – MPS/ UPS

Our Mission

Our purpose is to **inspire** a love of learning, **empower** our College community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live.

To **achieve** excellence in all aspects of school life.

PURPOSE OF JOB

To facilitate high standards of learning and achievement for students by providing good quality teaching within a challenging and secure environment.

CONTRACT TERMS AND DUTIES

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

ACCOUNTABLE FOR

There are no line management responsibilities associated with this post

ACCOUNTABLE TO

The Head of English

KEY RESPONSIBILITIES

- To teach the subjects, classes and groups as allocated by the Head of English and the Leadership Team
- To ensure that high quality teaching and learning takes place in all allocated classes
- To support and participate in the curriculum development work of the English Team, including the writing of schemes of work and programmes of study
- To assist the Head of English in the maintenance of high standards of work and behaviour within the English Department



- To be an Academic Tutor and to carry out the associated duties
- To support the Leadership Team in the effective operation of the College

SPECIFIC TASKS

The main responsibilities of the post are to:

- teach the classes allocated, and provide a well-planned, challenging and purposeful learning environment for students
- set homework on a regular basis and mark student work promptly
- assess, monitor, record and report on student achievement in line with College and Team policy, including writing student reports and attending parents meetings
- assist in the identification of student special educational needs, and support the work of the Academic Support Team, including participation in the writing and review of individual education plans
- share in the development of course outlines, syllabuses and schemes of work in English
- follow the course outlines, syllabuses and schemes of work agreed by the English Department
- make effective use of student performance data, and student and staff target-setting; and provide relevant information to the Head of English, Head of Sixth Form and Assistant Principal Year Leaders
- monitor and record student attendance in line with College and Team policy, and support the Head of English, Head of Sixth Form, Assistant Principal Year Leaders and the Vice-Principal in the maintenance of high levels of student attendance
- prepare for and attend English Department and Year or Sixth Form Team meetings and support the work of the English Department and the Year Team or Sixth Form Team
- support and carry out policies and practices to promote positive student behaviour and achievement in English within the framework of the College Behaviour Policy
- participate in and support the Performance Management Policy
- assist in the development of the College Improvement Plan and its review mechanism
- undertake specific duties within the Mathematics Department as agreed with the Head of English
- undertake such other duties as reasonably required by the Principal



Person Specification

Teacher of English (Maternity)

Qualifications

Applicants must:

- ☐ be graduates of a recognised university or college, or hold qualifications of graduate status
- ☐ be qualified to teach English at GCSE and Advanced level in a maintained secondary school

Personal qualities

- ☐ love working with young people
- ☐ are passionate about education, enthusiastic about teaching and committed to teaching in comprehensive schools
- ☐ are excited about this particular post and its challenges and opportunities
- ☐ are eager for further professional development and promotion
- ☐ are powerful team players, able to contribute to the overall effectiveness of the English Department
- ☐ work hard, are organised, flexible and professional
- ☐ are energetic, optimistic, positive and courageous
- ☐ remain calm in adversity and are able to diffuse stressful situations
- ☐ are good-humoured, honest and consistent