

JOB DESCRIPTION

JOB TITLE:	Teacher of English Part-time / Maternity Cover
FACULTY:	English
RESPONSIBLE TO:	Head of Faculty
SALARY:	TMPS/UPS
PURPOSE:	To carry out the professional duties of a school teacher, (as specified in the Teachers' Pay and Conditions Act), in accordance with any directions which may reasonably be given by the Headteacher or line manager designated by the Headteacher/Head of Faculty.

KEY ACCOUNTABILITIES:

- To teach English at Key Stage 3 and 4
- To assist in the development of programmes of study, materials and schemes of work and participate in professional development programmes
- To follow school policies and procedures in respect of the duties of a classroom teacher and form tutor

KEY TASKS:

Teaching

- To form effective relationships with students, teaching staff, non-teaching staff, parents and other professionals
- To teach National Curriculum and other programmes of study effectively, mindful of the needs and responses of the young and the school's SEND Policy
- To provide a stimulating classroom environment
- To foster good working and learning habits in students
- To provide intervention for underperforming students
- To make full use of a variety of resources, materials books and equipment

Roles and Responsibilities

To provide all students in the Faculty with excellent learning opportunities through:

- The planning and delivery of relevant, exciting, challenging and differentiated lessons
- Provide students with effective, relevant and regular feedback in accordance with the school's Assessment for Learning policy
- Give every student the opportunity to learn and progress by ensuring fair and effective behaviour management in accordance with school policy
- Track the progress of students taught and provide interventions as appropriate with the Head of Faculty and 2 i/c Faculty
- Provide an inspirational and challenging learning environment

- Aid the Head of Faculty and 2 i/c Faculty to plan and develop schemes of work and resources
- Participate with out of hours learning opportunities as required
- Participate in the whole life of the school
- Follow the Schools Health and Safety guidelines and comply with all school policies

Pastoral Care and Discipline

- To perform the duties of a Form Tutor as a member of a Year Group team
- To contribute to the life of the community according to your talents and skills, particularly by leading and contributing to extra-curricular activities
- To help exercise responsibility for the conduct and behaviour of students within the departments and the school as a whole
- To participate in arrangements made for the supervision and safety of students between lessons and at the start and end of the school day
- To attend scheduled meetings with parents
- To record students' progress and complete reports
- To maintain an up to date teaching record/diary
- To assist as required with arrangements for public and internal examinations
- To contribute to the evaluation and effectiveness of administrative routines

Meetings in which you will be involved

- Staff, Area, Faculty and Department meetings
- Year Group meetings
- Faculty, Area and Year Group briefings

We foster an inclusive culture that promotes equality of opportunity and values diversity creating an environment where the rights and dignity of all members of our community are respected. We promote a culture that allows staff to grow and flourish, regardless of age, disability, gender identity or expression, race, religion or belief, sex, or sexual orientation.

As part of our commitment to this inclusive culture, we kindly ask that you complete the separate Equal Opportunities Recruitment Monitoring form in addition to the Application Form

Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service (DBS).

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PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Honours Level Degree PGCE or equivalent Qualified Teacher Status. 	<ul style="list-style-type: none"> Further relevant qualification
Experience	<ul style="list-style-type: none"> Successful experience of teaching English in secondary education, this could be placements as part of a teaching qualification Working successfully as part of a team 	
Ability/Skills	<ul style="list-style-type: none"> Ability to be an imaginative and effective teacher and to relate well to children Able to teach all ability groups, meeting the needs of all students including those with SEND. To be responsible for assessment and monitoring including the tracking of student progress Ability to teach subject to GCSE Up to date knowledge of the delivery and assessment of the National Curriculum and other initiatives Ability to maintain student interest, inspire and motivate students to achieve their full potential. 	
Equal Opportunities	<ul style="list-style-type: none"> Commitment to equal opportunities Ability to promote and support the school's Equal Opportunities Policy. 	
Disposition	<ul style="list-style-type: none"> Ability to work effectively under pressure, prioritising appropriately, and maintaining good humour To be interested in students as individuals, in how they learn and be committed to inclusion To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the Faculty A willingness to commit time to extra-curricular activities Energetic and enthusiastic with a naturally positive outlook High personal standards and high expectations of others. 	<ul style="list-style-type: none"> A willingness to be involved in curriculum development.