



SET BECCLES SCHOOL JOB DESCRIPTION

Teacher of English

Line Managers job title:	Head of English / Deputy Headteacher
Salary:	MPS/UPS
Tenure:	Permanent
Contract type:	52 weeks
% of FTE	100

THE POST

Beccles is a member of the Seckford Education Trust (SET).

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Teacher of English.

Duties and Responsibilities

Academic

- a) To teach English to GCSE and A-level as arranged by the Head of Department (HoD) and the Deputy Headteacher.
- b) To prepare and teach lessons in accordance with programmes of study and schemes of learning drawn up by the HoD.
- c) To plan lessons such that there is variety, challenge and measurable progress in pupil learning.
- d) To expect and promote the highest standards of pupil behaviour both in and out of the classroom.
- e) To provide differentiated activities to ensure that learning is appropriate and accessible to all.
- f) To set and mark work in accordance with School and Department policy.
- g) To keep up to date records of pupil progress, sanctions and rewards.
- h) To make a contribution to the strategic development of the department.
- i) To promote and support the wider work of the department through enrichment activities.
- j) To make regular formative assessment of pupil progress.
- k) To attend INSET and seek opportunities for CPD in consultation with the HoD.
- l) To attend parents' meetings and other academic events as requested by the Headteacher or other member(s) of the Senior Leadership Team.
- m) To assist in the setting and marking of internal examinations as requested by the HoD.

- n) To assist in the marking and moderation of coursework, controlled assessment etc. as requested by the HoD.
- o) To attend department meetings as requested by the HoD.
- p) To attend staff meetings as requested by the Headteacher.
- q) To carry out any other duties associated with the role as requested by the Headteacher or Senior Leadership Team.

Pastoral

- a) To promote and uphold the School's core values both in and out of the classroom.
- b) To support the development of all pupils through the unspoken curriculum (the way pupils learn to treat each other and the way they are expected to behave).
- c) To be a tutor.
- d) To hold regular meetings with tutees to discuss academic progress and any pastoral issues.

Extra-curricular

- a) To play an active role supporting the enrichment programme as directed by the Deputy Headteacher
- b) To attend INSET and other training courses as appropriate.

Person Specification

Applicants should be able to demonstrate the following:

Attribute	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Educated to good degree standard (or equivalent) in English or a closely related discipline. • Evidence of continuous personal and/or professional development 	<ul style="list-style-type: none"> • Teaching qualification • Higher degree
Knowledge and Experience	<ul style="list-style-type: none"> • An ability to teach English to GCSE • Involvement in, and support for, extra-curricular activities relevant to the School 	<ul style="list-style-type: none"> • School experience
Skills	<ul style="list-style-type: none"> • Excellent communication and listening skills • Strong organisational and administrative skills • A high level of ICT competency • An inclusive manner and the ability to work in a team • The ability to interpret quantitative and qualitative feedback; to monitor and evaluate 	
Personal Qualities	<ul style="list-style-type: none"> • A belief in the School's core values and the determination to uphold them • An ability to set deadlines, meet them and manage expectation against them • An ability to build, foster and sustain positive relationships 	

	<p>with all in the School community</p> <ul style="list-style-type: none"> • Patience, compassion, courage, resolve and objectivity. • Dedication, loyalty, commitment and positivity • Capacity for hard work • Being a positive role model for all in the School community by virtue of approachability, personal conduct and standards of expectation. 	
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The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	Full time
Normal working Pattern	Monday - Friday
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	Your working hours do not include the automatic requirement to work on published CPD days if this is not a contractual day, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.

The post-holder will be auto enrolled to join the Teachers' pension scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.