



SECKFORD EDUCATION TRUST

SET IXWORTH SCHOOL JOB DESCRIPTION

TEACHER OF ENGLISH

PERMANENT, 1 FTE

Line Manager:	Headteacher
Salary:	MPS 1- UPS 3 of the SET Teaching Staff Salary Scale FTE £30,000 - £46,525 per annum

THE POST

Set IXWORTH School seeks to appoint a TEACHER OF ENGLISH

Set IXWORTH School is a member of the Seckford Education Trust (SET), led by the CEO.

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all School support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and previous experience required for a TEACHER OF ENGLISH are:

Essential

- Honours degree and Qualified Teacher Status (QTS);
- Evidence of relevant professional development related to subject area (with further qualifications in PDP desirable);
- Able to teach the full age and ability range;
- Ability to differentiate materials to meet the needs of learning in an inclusive learning environment;
- Up to date knowledge of the National Curriculum in subject area;

- The ability to remain calm and reflective when working in a challenging environment;
- Evidence of the ability to consult and seek advice and professional support as necessary;
- Successful experience of managing effective classroom environments to support student learning and positive behaviour.

Desirable

- Pastoral Experience.

Skills and Attributes

Essential

- An ability to inspire and manage students effectively as a good/outstanding practitioner;
- Ability to develop positive working relationships with students, colleagues, parents/carers and school/Trust stakeholders;
- Ability to gather, analyse and interpret data for effective target setting;
- Dynamic and innovative approach to teaching and learning developments within a department;
- Ability to assess and promote students' progress in a variety of ways;
- Good communication skills; verbal, written and interpersonal skills;
- ICT skills including the ability to use standard software packages and the ability to use ICT effectively to engage students.

Personal/Professional Qualities

Essential

- An exceptional role model with high standards of integrity and approachability;
- A desire to make a difference to the lives of young people of all abilities and needs;
- Possess energy, enthusiasm and creativity;
- Belief in the importance of high expectations, standards and aspirations;
- Democratic, sensitive and displays good sense of humour;
- Flexible and collaborative; able to work effectively in a team;
- Ability to manage competing deadlines; prioritising appropriately and maintaining good humour;
- Willingness to attend outside meetings and to work outside the timetabled day.

JOB SPECIFICATION

General Responsibilities

The post-holder will be required to comply with the Set IXWORTH School Code of Conduct for Staff and Volunteers.

Set IXWORTH School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the school's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

TEACHING AND LEARNING

- Undertake a designated programme of teaching as outlined on the school timetable;
- Teach students inclusively, according to their educational needs through appropriate differentiation and personalisation, including the setting and marking of all class work and coursework carried out by students;
- Ensure that literacy and numeracy is a central part of planning and learning and teaching for students;
- Use ICT when relevant to inspire and motivate. Transferable ICT skills must be developed, ensuring students are knowledgeable in developing technologies and equipped for the next stage of their education or work life;
- Ensure a high quality learning experience for all students, which meets internal and external quality standards;
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the specifications taught;
- Prepare and update subject materials and share resources across the subject area and via Trust networks, across schools in the Trust;
- Encourage and be accountable for the highest possible achievement from all students in the classes allocated to you;
- Contribute to the process of the ordering and allocation of equipment and materials when requested to do so by the Subject Leader;
- Assist the Subject Leader to identify resource needs and to contribute to the efficient / effective use of physical resources;
- Review from time to time methods of teaching and programmes of work under the direction of the Subject Leader;
- Ensure the effective / efficient deployment of classroom support;
- Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies;
- Plan and prepare lessons to a high standard as set out in the Trust Learning and Teaching Policy;
- Assist your Subject Leader to ensure that the subject area utilises a range of pedagogical methods which motivates and meets the needs of students;
- Assist the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the strategic vision and aims of the Trust.

ASSESSMENT AND REPORTING

- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required;
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students;
- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures;
- Mark, grade and give written / verbal and diagnostic feedback in line with the school's emphasis on Assessment for Learning;
- Communicate effectively with the parents / carers of students as appropriate;
- Maintain appropriate records and to provide relevant accurate and up-to-date information to the school's MIS, registers, etc. when required;
- Complete any relevant documentation to assist in the tracking of students;
- Track student progress and use information to inform teaching and learning.

BEHAVIOUR

- Maintain compliant behaviour and behaviour for learning in accordance with the Trust Behaviour Policy, and to encourage good practice with regard to punctuality, standards of work and homework;
- Recognise and praise the achievement of students in classes assigned to you;
- Dress professionally and appropriately for teaching;
- Enforce standards of uniform;
- Liaise with the Subject Leader and relevant Pastoral Leader to ensure the implementation of the school's pastoral system.

COMMUNICATION

- Where appropriate, communicate and co-operate appropriately with persons or bodies outside the school;
- Follow agreed policies for communicating internally and externally to the school;
- Take part in liaison activities such as Open School, Open Mornings, Parents / carers Consultation Evenings, liaison events with partner schools, etc.;
- Contribute to the development of effective subject links with external agencies;
- Work as a team member and contribute positively to effective working relations within the school and across the Trust.

SELF-EVALUATION

- Help to implement school quality assurance procedures and to adhere to those;
- Contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria;
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Engage actively in the Performance Management process;
- Contribute to the school Raising Achievement Plan and its implementation;
- Be aware of and ensure that you are contributing to the school meeting the 'good' and 'outstanding' criteria in the Ofsted Evaluation Schedule.

TRAINING

- Take part in the school's staff development programme by participating in arrangements for further training, professional development, observations and in assessing their impact on learning;
- Continue personal development in the relevant areas including subject knowledge, teaching methods and areas identified in Performance Management;
- Contribute to school and Trust-wide planning and training activities.

WIDER LIFE OF THE SCHOOL AND TRUST

- Play a full part in the life of the school and support the vision and aims of the Trust;
- Actively promote and implement Trust and school policies and procedures;
- Be responsible for your own continued professional development, networking with staff in all schools across the Trust;
- Comply with the Trust Health & Safety Policy and undertake risk assessments as appropriate;
- Be professional and courteous to colleagues, students, parents / carers, stakeholders, community members, visitors and telephone callers and provide a welcoming environment at all times;
- Follow the Trust "Code of Conduct for Staff";
- Undertake duties as designated on the school Staff Duty Rota;
- Attend calendared meetings punctually and in the right frame of mind to move the school and the Trust forward;
- Set appropriate cover work during times of absence.

REMUNERATION

Salary Details:

- MPS 1 – UPS 3 of the SET Teaching Staff Salary Scale
- **FTE** £30,000 - £46,525 per annum

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 to ensure that students, staff and visitors can identify Set IXWORTH School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of 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.

REVIEW

The Job Description will be reviewed annually as part of Set IXWORTH School's Performance Management programme.