



## **Bernwode Schools Trust**

Churchill Road  
Bicester  
Oxfordshire  
OX26 4RS

<b>Job description for:</b>	Teacher of English
<b>Grade:</b>	MPS-UPR (dependant on experience)
<b>FTE:</b>	1fte
<b>Contract type:</b>	Permanent
<b>Principle place(s) of work</b>	The Cooper School
<b>Immediate line manager</b>	Head of Department: English
<b>Manages</b>	None
<b>Job purpose</b>	To support the Department in developing the teaching and learning of English in accordance with school policies and in pursuit of the highest standards of student achievement.

### **Main Duties/Responsibilities:**

- Prepare and deliver lessons to a range of classes of different ages and abilities
- Mark work, give appropriate feedback and maintain records of pupils' progress and development
- Research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials
- Select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards
- Prepare pupils for qualifications and external examinations
- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- Undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties
- Communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events
- Liaise with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers
- Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional learning (CPL).

### **Additional duties:**

- To be aware of their responsibilities for health and safety for themselves and others.
- A commitment to safeguarding the welfare of children.

**Bernwode Schools Trust is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.**



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**Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included on our recruitment webpage.**



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## Person Specification

	Essential Criteria	Desirable Criteria
<b>Education/ training</b>	<ul style="list-style-type: none"> <li>Well-qualified graduate with appropriate degree</li> <li>PGCE/Qualified Teacher Status</li> </ul>	
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>Experience with curriculum development work</li> <li>Experience across the age and ability range</li> </ul>	<ul style="list-style-type: none"> <li>Enrichment/ extra-curricular initiative; experience of teaching at KS5</li> <li>Recent, relevant INSET</li> </ul>
<b>Relevant skills and aptitudes</b>	<ul style="list-style-type: none"> <li>Ability to work in a team</li> <li>Excellent classroom skills</li> <li>Creativity and flexibility</li> <li>Commitment to developing teaching and learning</li> <li>Commitment to raising attainment</li> </ul>	
<b>Special requirements</b>		<ul style="list-style-type: none"> <li>Keen sense of progression of own career</li> <li>Interest in current educational research</li> <li>A willingness to support the wider life of the school</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>An awareness of responsibilities for health and safety of themselves and others.</li> <li>Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment.</li> <li>A commitment to safeguarding children.</li> </ul>	