

**Job description for the post of: Teacher of English****Salary Range:** MPS/UPS**FTE** 1.0 FTE**Permanent****Responsible to:** Head of English**Supervision / Line Management Responsibilities of the post**

- N/A

Role Purpose:

To uphold the National Teacher Standards, be fully committed to the Trust's mission and values whilst demonstrating the following qualities:

- Strong subject knowledge with a passion for sharing it within the classroom.
- Mutual respect for young people and a commitment to enabling them to fulfil their potential.
- Ability to plan lessons in response to students' ability.
- Ability to foster a safe climate for learning where everyone can contribute and succeed.
- A commitment to regular professional development to hone classroom practice.
- Demonstrate belief in the role of school in developing citizens for the future. Have a commitment to education and the needs and rights of all students.
- To develop supportive relationships with parents, partner schools/academies and broader community.

Meet the professional standards for teachers at the relevant skill level descriptor. To carry out duties of a school teacher in accordance with the provisions of the School Teacher's Pay and Conditions Document.

Main Responsibilities

- Undertake an appropriate programme of teaching at the Academy.
- Use your non-contact time appropriately to plan and prepare teaching.
- Assist in the development of appropriate learning plans, resources, schemes of work and teaching strategies in your curriculum area/key stage.
- Contribute to the curriculum area/key stage you teach and support the department/Academy's development plan as requested by your leadership link.
- Attend appropriate meetings and training.
- Teach students according to their educational needs, including personalisation of resources or approach where appropriate in line with individual support plans (SEND).
- Review your students' progress based on various performance indicators such as assessment data, homework, feedback from other teachers and parents etc.
- Respond to the performance of the students, re-teaching or explaining aspects of work that have been misunderstood.
- Ensure that your lessons are planned in accordance with long term curriculum planning.
- Adhere and comply with all relevant external examination board regulation and specifications in your subject/key stage.
- To set improvement targets within your area and work towards their achievement.
- Focus on disadvantaged students.
- To carry out any such duties as may be reasonably required by the Headteacher.

Trustwide Responsibilities

- Promote the Trust's values and act with respect and integrity; to serve our schools and communities seriously, collaborating with each other so that all achievement is recognised and everyone can thrive.
- Champion the Trust's core values of Achieve, Belong, and Collaborate in day to day work.
- Contribute to the wider life and community of the Trust, supporting shared initiatives and collective goals.
- Maintain confidentiality, professionalism, and integrity in all interactions.
- Undertake any other reasonable duties in line with the role and Trust requirements.

Safeguarding & Child Protection. All staff must:

- Commit to safeguarding and promoting the welfare of children and young people.
- Understand and adhere to the Trust's safeguarding policies and procedures.
- Participate in relevant training and report any concerns promptly.

Health and safety

- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Other responsibilities all employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Ensure that records are managed appropriately and that data is secured.
- Participate in training and other learning activities as required.
- Participate in the trust/academy Appraisal and Development Processes.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the trust/academy at events as appropriate.
- To support and promote the trust/academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher.
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Prepared by:	Martin Knowles	Date:	January 2026
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We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity and providing safe and respectful workplaces and staff will conduct themselves professionally and respectfully at all times. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics. Any form of harassment, including sexual harassment, will not be tolerated, and anyone who engages in such behaviour will be dealt with in line with the Trust's Disciplinary Procedure.

Achievement through Collaboration 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 post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.

All post holders must comply with Achievement through Collaboration Trust's professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder. Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.



ACHIEVEMENT THROUGH COLLABORATION

Multi Academy Trust

Person Specification for the post of: Teacher of English	Essential	Desirable	Assessed by
Qualifications and Experience			
A relevant degree qualification.	Y		A
Qualified Teacher Status or working towards qualification.	Y		A
Experience			
Track record of delivering “outstanding” teaching in English.		Y	A, I T
Sustained delivery of outstanding achievement.		Y	A, I T
Innovation & creativity to engage, enthuse & progress learners.	Y		A, I T
Partnership and team working.		Y	A, I T
Knowledge and Skills			
Ability to teach to GCSE in English	Y		A, I T
Ability to deliver effective and outstanding learning and teaching in the classroom.	Y		A, I T
Ability to deliver the highest standards of behaviour management.	Y		A, I T
Current knowledge of curricula, specifications and assessment criteria in main subject area	Y		A, I T
Ability to prioritise conflicting demands.	Y		A, I T
Ability to set clear articulated targets, to track progress and adopt strategies towards achieving them.	Y		A, I T
Ability to use ICT and technology in the classroom to deliver engaging lessons and monitor student progress effectively.	Y		A, I T
Ability to communicate effectively, articulately and sensitively with a range of groups and individuals, including effective feedback to accelerate learning.	Y		A, I T
Ability to provide pastoral support to young people in a form group setting.	Y		A, I T
Commitment to delivering out of school and pre-exam sessions as required and enrichment opportunities for learners.	Y		A, I T

Highly organised and emotionally literate	Y		A, I T
A strong belief in the value of education in developing citizens.	Y		A, I T
Highest levels of professional and personal integrity.	Y		A, I T
A strong commitment to inclusion and overcoming barriers to learning and achievement.	Y		A, I T
Personal resilience, persistence and perseverance	Y		A, I T
Commitment to the pursuit of continuous professional development of oneself and others	Y		A, I T

Demonstration of AtC values of Achieve, Belong Collaborate

Achieve: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate.	Y		I
Belong: ability to foster good working relationships with stakeholders at all levels. Ability to motivate pupils, students and colleagues through common purpose and shared values	Y		I
Collaborate: ability to lead by example, setting high standards for self and others. Commitment to the pursuit of Continuous Professional Development of oneself and others	Y		I
Safeguarding: Demonstrates a clear commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and is willing to undergo appropriate checks and training as required.	Y		A,I,T
Equality, Diversity & Inclusion: Committed to actively promoting and embedding principles of equality, diversity, and inclusion.	Y		A,I,T
Health & Safety: Understands and upholds responsibilities relating to health and safety, ensuring a safe working and learning environment for all.	Y		A,I,T

A = Application

I = Interview

T = Task