8 May 2018

Dear Applicant

**Teacher of English, Permanent, F/T, MPS/UPS**

**Closing Date: Friday 18 May 2018 at 12 noon**

Thank you for your interest in this position. A job description and person specification is enclosed in the attached Application Pack.

Please post your completed application form to our HR Manager at the school address below or email to [HR@bordgrng.bham.sch.uk](mailto:HR@bordgrng.bham.sch.uk) by the above closing date.

Bordesley Green Girls’ School and Sixth Form School is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment.  An enhanced DBS clearance is required for all successful applicants.

Yours sincerely



**J*udith Woodfield***

**Headteacher**

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**Teacher of English**

**JOB DESCRIPTION**

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| **1.** | | | | **INTRODUCTION** | | | | | | | | |
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| **1.1** | | | | **NAME OF POST HOLDER:** | | | | | | | | |
| **1.2** | | | | **Post Title:** | | | | | **Teacher of English** | | | |
| **1.3** | | | | **Post Purpose:** | | | | | To promote the general progress and well-being of individual pupils and of any class or group assigned to you, principally, but not exclusively, by teaching English and as a form tutor.  To work in support of the English department in promoting and developing the subject both within the department and in the whole school context. To keep abreast of current trends in the field of English.  To assist with the preparation of appropriate materials and resources for pupils who need learning support. | | | |
| **1.4** | | | | **Reporting to:** | | | | | Head of Curriculum Area | | | |
| **1.5** | | | | **Working Time:** | | | | | Full time as specified within the STPCD | | | |
| **1.6** | | | | **Salary/Grade:** | | | | | MPS/UPS | | | |
| **1.7** | | | | **Disclosure Level:** | | | | | Enhanced | | | |
| **2.** | | **MAIN DUTIES AND RESPONSIBILITIES - GENERAL:** | | | | | | | | | | | | | |
|  | | | | | **2.1**  **2.2**  **2.3**  **2.4**  **2.5**  **2.6** | | Promoting the published aims, objectives and policies of the School.    Demonstrating a commitment to the equal opportunities dimension of school life as it relates to the pupils’ abilities and ethnic, linguistic and religious backgrounds.  Planning and preparing work for pupils assigned to you according to the school, LEA and NC statements.  Teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of school work and homework carried out by those pupils.  Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to you.  Communicating and consulting, in accordance with the schools’ reporting policy, with the parents of the pupils for whom you have responsibility. | | | | |
| **2.** | | **MAIN DUTIES AND RESPONSIBILITIES – GENERAL (CONTINUED):** | | | | | | | | | | | | | | | |
|  | | | | | **2.7**  **2.8**  **2.9**  **2.10**  **2.11**  **2.12** | | Participating in any arrangements within the agreed framework for the appraisal of performance.  Regularly reviewing methods of teaching and programmes of study to ensure the entitlement of pupils’ work across the whole ability range.  Identifying resources to support the teaching of pupils for whom you are responsible.  Participating in arranging for your further training and professional development as a teacher.  Carrying out a share of supervisory duties in accordance with published rotas.  Actively promoting the inter-relationship of the school and its community. | | | |
| **3.** | **MAIN DUTIES AND RESPONSIBILITIES – DEPARTMENTAL SPECIFIC:** | | | | | | | | | | | | | | |
|  | | | | | **3.1**  **3.2**  **3.3**  **3.4**  **3.5** | Development of appropriate schemes of work.  Assist in the administration of the English department by taking responsibility for the organisation and management of a specific area as required by the Head of Curriculum Area.  Monitoring the application of the National, Birmingham and school curriculum in collaboration with other colleagues.  Preparing pupils for public English examinations as required.  **As a Form Tutor** (When required to act as one):   * to keep an accurate and up to date register. * to keep a general eye on the personal appearance and behaviour of your form. Insist on a reasonable standard. * to check and initial homework diaries regularly. * to supervise your group into and out of School Assembly. * to monitor the progress of your Tutor Group. Alert the appropriate staff if pupils require attention, help or guidance from somebody other than yourself. When contacting parents or any other outside agency to do so through the specified KS Office or member of the Senior Management Team. | | | | | | |
| |  |  | | --- | --- | | **4.** | **LINE MANAGEMENT:** |   **4.1** Responsibility for teaching English to the Deputy and the Headteacher.  4**.2** Responsibility for use and acquisition of material resources through the Head of  Department.  **4.3** For pastoral and tutorial matters responsible to the Head of Key Stage, the  Deputy and the Headteacher.  **4.4** Taking responsibility for the supervision of persons providing support in your  classroom. | | | | | | | | | | | | | | | |
| **5.** | **SCHOOL ETHOS**: | | | | | | | | | | | | | | |
|  | | | | | **5.1**  **5.2**  **5.3**  **5.4**  **5.5**  **5.6** | | To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.  Support the school in meeting its legal requirements.  Promote actively the school’s corporate policies.  Comply with the school's health and safety policy and undertake risk assessments as appropriate.  To be a leading professional in every way, and provide a role model in terms of effectiveness and standards  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | | | | | | |
| **6.** | | **CONDITIONS OF EMPLOYMENT:** | | | | | | | | | | | | | | | |

**6.1** The above responsibilities are subject to the general duties and

responsibilities contained in the statement of Conditions of Employment.

**6.2** This job description allocates duties and responsibilities but does not direct

the particular amount of time to be spent on carrying them out and no part

of it may be so construed. In allocating time to the performance of duties

and responsibilities, the post holder must use Directed Time in accordance

with the school’s published Time Budget Policy and have regard to clause

36(1) (f) of a Teacher’s Conditions of Employment.

**6.3** This job specification is not necessarily a comprehensive definition of the

post. It will be reviewed at least every two years and it may be subject to

modification or amendment at any time after consultation with the post

holder.

**6.4** If, following review and amendment, agreement is not reached, the

appropriate procedures should be used for settling disputes.

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| **7.** | **SIGNATURES:** |
| The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. | |

**Signed: .......................................... Signed: ......................................**

**(Teacher) (Head Teacher)**

**Dated: ............................................ Dated: .......................................**

**(Teacher) (Head Teacher)**

**The school operates a safer recruitment process. Appointment to the post will be subject to suitable references and an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**Teacher of English: Person Specification**

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|  | **ESSENTIAL** |
| **Qualifications** | * English Degree/Qualification * Qualified Teacher Status (QTS), or * An overseas qualified teacher eligible to teach in schools in England, or * An NQT in the summer before becoming QTS\* |
| **Knowledge** | * Knowledge of current curriculum issues across all English subjects * Knowledge of different teaching and learning styles and strategies * Knowledge of a range of assessment strategies |
| **Skills/Abilities** | * Ability to work collaboratively and as a member of a team * Good interpersonal skills * Ability to communicate effectively in written and oral forms * ICT skills, including use of common software applications * You must be able to demonstrate your suitability to work with children and that this will include motivation, ability to maintain appropriate relations with children, emotional resilience to challenging behaviour and attitudes to use of authority and maintenance of disciplines (as part of the safeguarding process). |
| **Approach** | * A willingness to take responsibility for promoting and safeguarding the welfare of students/young persons that h/she is responsible for/comes into contact with * No contra-indications for working with children (as part of the safeguarding process). * High expectations of all and a determination to raise standards * Comprehensive education, equality of opportunity and inclusivity * A commitment to learning – a genuine desire to continue learning oneself and a willingness to reflect upon and learn from experience * Creativity and imagination * Enthusiasm, integrity and a passions foe enhancing every child’s life chances. |
| **Personal Qualities** | * Creativity and imagination * A sense of humour! * A good record of attendance and punctuality * A clear commitment to your own personal development. * Flexibility and adaptability |

\*In which case salary will be paid at the instructor rate until evidence of QTS is received.