

Kirklees

COUNCIL

J O B D E S C R I P T I O N

SERVICE AREA: Children and Young People

SECTION: Netherhall Learning Campus - High

POST TITLE: Teacher of English

GRADE/SCALE: MPS

1 PURPOSE OF POST

To teach English across the age and ability range up to and including GCSE with an opportunity to teach AS / A level.

2 KEY AREAS

- 2.1 Curriculum
- 2.2 Pupil Support and Guidance

3 DUTIES AND RESPONSIBILITIES

3.1 Curriculum

To teach throughout the school including

- preparation of all lessons in accordance with the subject
- keeping of a record book
- regular marking of work in accordance with department policy
- recording of attendance at all lessons
- recording of assessment marks/grades
- record of homework set
- setting of homework in accordance with the homework timetable
- to liaise with other members of staff to ensure that pupils' learning is adequately supported.

3.2 Pupil Support and Guidance

To carry out the duties of a form tutor and/or promote the general progress and well-being of individual pupils assigned to you.

4 GENERAL

To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.

The postholder's duties must at all times be carried out in compliance with the Council's Inclusion and Diversity Strategy and other policies designed to protect employees or service users from harassment.

- a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- b) Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, eg operate safe working practices.
- c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The postholder should also counteract such practice or behaviour by challenging or reporting it.

To carry out the above duties in compliance with the Council's Environment Policy at all times. In addition, the postholder shall endeavour to prevent pollution, comply with all relevant regulatory requirements regarding the environment and aim for continuous improvement in their environmental performance.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

Please click [here](#) to read our safeguarding policy.

Alternatively go to <http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>

J O B D E S C R I P T I O N

RESPONSIBLE TO: Head of English

JD Reference No	
JD Prepared / Amended	
Refers to Estab(s)	

J O B D E S C R I P T I O N

PERSONNEL SPECIFICATION

Post Title: Teacher of English

Date: September 2018

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Successful teaching/teaching practice across whole ability range.	Experience of (9-1) linear GCSE. English teaching.	Application/Interview References
EDUCATION AND TRAINING	Degree or equivalent in an English discipline. PGCE in English.		Application/Interview
SPECIAL KNOWLEDGE AND SKILLS	Evidence of a high level of subject specialism including a thorough knowledge of a wide range of classic and contemporary literature.	Good ICT skills. Some academic background in English Language skills.	Application/Interview Application/Interview
ANY ADDITIONAL FACTORS	Dedication and enthusiasm for a highly rewarding and constantly evolving profession.	Passion for being part of a strong and dedicated team.	Reference Interview