



## Job Description

Post title	Teacher of English
Academy	Haberdashers' Aske's Hatcham College
Grade	UPS/MPS + ILW
Responsible to	Curriculum Director (English)
Start Date:	September 2017

### Summary of the overall purpose of the job

The post-holder will plan and deliver outstanding lessons, inspire students and contribute to the continuing development of the English curriculum and the department.

### Key responsibilities and objectives of the job

- To work within and contribute to established College and department frameworks for
  - Lesson planning, delivery and evaluation
  - Student behaviour and care
  - Student assessment
- To actively contribute to the teaching of English across all age and ability ranges
- To remain informed of current developments in the subject area, to participate in INSET and to initiate change where appropriate
- To participate in lesson observations, learning walks and work scrutinies
- To write and lead on the implementation of the priority plan that arises from the self-evaluation
- To consistently plan and deliver good and outstanding lessons, ensuring that a variety of teaching resources are utilised
- To ensure that students' work is marked regularly and conscientiously, in accordance with the College marking policy
- To set and mark internal examinations and tests as required
- To demonstrate a good knowledge of a wide range of teaching methods and to implement these in the classroom
- To be fully committed to the departmental and College enrichment activities programme
- To be a tutor
- To possess good ICT skills and use these as a core tool in the teaching of English
- To provide accurate information for parents as directed by the College and to attend parents' evenings and other presentation meetings as directed

### General responsibilities and objectives

- To work within the academy framework with regard to Health and Safety
- To promote equal opportunities in the College
- To actively promote the aims and ethos of the Federation / College
- To support the College's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably required by the CEO or Principal
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies.

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed:

May 2016

## Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED
			AP    Application AS    Assessment I      Interview P      Presentation R      References
Education/qualification and training			
• Well-qualified graduate with QTS	✓		AP,I, R, AS
Knowledge/skills			
• Excellent inter-personal and communication skills and the ability to establish positive relationships with colleagues, students and parents	✓		AP,I, R, AS
• Good ICT skills	✓		AP,I, R, AS
Experience			
• Experience of effective behaviour management	✓		AP,I, R, AS
• Experience at delivering English at Key Stage 3 and GCSE	✓		AP,I, R, AS
• An ability to recognise the scope for taking the subject out of its classroom setting through trips and excursions	✓		AP,I, R, AS
• Good understanding of the curriculum and exam requirements for English Literature at GCSE	✓		AP,I, R, AS
Personal characteristics/other requirements			
• An outstanding practitioner with demonstrable passion and enthusiasm for teaching English Literature	✓		AP,I, R, AS
• Sensitivity in dealing with difficult pastoral issues		✓	AP,I, R, AS
• Commitment to their own professional learning	✓		AP,I, R, AS