

**Person Specification and Duties: Teacher of English (Maternity Cover)**

Branwood Preparatory School as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Branwood Preparatory School on its behalf.

The successful candidate will be flexible, well organised, energetic, creative and willing to go the extra mile. They will have high expectations and be focused on enabling all pupils to achieve their best. They will have excellent teaching skills and be able to ensure that all children, as individuals, are supported appropriately. They will be positive, open minded, hardworking and be ready to work as part of the Branwood family community.

**Summary of the Role**

Job Title: Teacher of English (Years 5, 6)

Job Purpose: Teach allocated pupils by planning teaching to achieve progression of learning

Reporting line: Headmaster; Deputy Head

**Key Tasks and Responsibilities**

Planning, Teaching and Class Management

* setting and planning 11+ entrance examination work in English which is suitable for the Manchester Consortium Independent Grammar Schools and The Trafford State Grammar Schools selection process
* identifying clear teaching objectives and specifying how they will be taught and assessed;
* setting tasks which challenge pupils and ensure high levels of interest;
* setting appropriate and demanding expectations;
* setting clear targets, building on prior attainment;
* identifying and meeting the needs of SEND or very able pupils;
* providing clear structures for lessons maintaining pace, motivation and challenge;
* assessing, recording and reporting on the development, progress and attainment of pupils to inform future planning;
* ensuring effective teaching and best use of available time;
* maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and dress;
* using a variety of teaching methods to: match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
* using effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
* selecting appropriate learning resources and develop study skills through research, I.C.T. and other sources;
* ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
* evaluating own teaching critically to improve effectiveness;
* ensuring the effective and efficient deployment of classroom support;
* encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
* using a variety of teaching strategies which take account of pupils' needs.

Monitoring, Assessment, Recording, Reporting

* assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
* mark and monitor pupils' work and set targets for progress;
* assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
* prepare and present informative subject reports to parents.

Curriculum Development

* as a team member, contribute to the curriculum.

Branwood School

* Support the aims and core values of the Trust and adhere to all policies and procedures;
* To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents’ evenings and major school events;
* To develop and maintain professional, productive relationships with all staff members;
* To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
* To understand the Trust’s health and safety policy and to work within its guidelines;
* To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
* Any other reasonable project or duty assigned by your Line Manager or Headmaster.

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| **Person Specification** | | | |
|  | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications** | A good honours degree | First class or Upper Second Class honours degree | Production of the Applicant’s original certificates. |
| **Experience** | Experience of teaching pupils in the relevant age range.  Working effectively as part of a team. | Teaching experience beyond PGCE, gained at KS2 level  Experience of teaching able motivated pupils up to and including KS2  Evidence of contributing to extra-curricular activities. | Contents of the application form. Evidence of results achieved.  Interview questions  Professional references |
| **Skills and**  **Knowledge** | Excellent subject knowledge  High level of knowledge of teaching methods and relevant curriculum  Skilled at getting maximum efforts and excellent results from the pupils at all levels  Strong communication skills  Excellent planning and time management skills  An ability to deliver creative and engaging lessons  Up-to-date knowledge of child welfare issues  Excellent classroom management  Excellent organisational skills  Excellent interpersonal skills  To contribute to the development and coordination of English within the School  Good ICT skills |  | Contents of the application form  Interview  Professional references |
| **Personal competencies and qualities** | Commitment to the ethos of the school and wider activities.  Trustworthiness.  Ability to form and maintain appropriate relationships and personal boundaries with children and young people.  Ability to engender confidence in young people.  Ability to build positive relationships with all pupils that allow them to achieve to their highest potential.  Discipline and time management skills.  A warm, friendly and patient manner.  To promote a high standard of pastoral care and discipline to pupils, making adequate records of and reports on the personal, social, educational needs of pupils.  Flexible in approach.  Willingness to contribute to extra-curricular life of School. |  | Application form  Interview  Professional references |

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| Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Headmaster to undertake work of a similar level that is not specified in this job description. | |
| This job description may be amended at any time following discussion between the Headmaster and member of staff. | |
| Teacher: |  |
| Headmaster: |  |
| Date: |  |