



Job Description

Post	Teacher of English
Reporting to:	Curriculum Leader of English
Salary:	Main Pay Scale / Upper Threshold

Job Purpose

To raise attainment in English across Key Stage 3 and 4, by:-

- Delivering consistently outstanding teaching to ensure learning enables all students to make progress and achieve high standards;
- Carrying out the professional duties of a qualified teacher in line with Horbury Academy's expectations and the teachers professional standards at all times;
- Contributing and working with the department to continually develop a range of stimulating relevant courses appropriate to the needs of Horbury students;

Teaching and Learning

- To ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time;
- To use teaching methods which keep students engaged, including a variety of teaching and learning styles, stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources;
- To regularly enquire and listen to the views of students about their preferred methods and styles of learning;
- To complete the lesson planning paperwork to identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught, using appropriate differentiation skills;
- To provide opportunities to develop students' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the academy context;
- To set appropriate and demanding expectations and targets for students' learning and

motivation, building on prior attainment;

- To remain updated with regards the SEN register seeking specialist advice to ensure appropriate differentiation and personalised support for students with special or additional needs;
- To remain updated with specialised subject knowledge to be able to cope confidently with student's subject related questions.

Safeguarding Young People and Student Voice

- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post
- To be responsible for the care and guidance for students within your mentoring form and also to ensure your classroom is a safe environment for students to learn
- To work in partnership with student groups and Student Voice to enhance their learning and widen their experience of education.

Monitoring, Evaluation and Data Analysis

- To maintain an accurate record of students' progress, homework and assessments
- To assess how well learning objectives have been achieved and use this assessment for future teaching;
- To mark and monitor students' class and homework within a reasonable time frame, providing constructive oral and written feedback, setting targets for students' progress to ensure that students know their current level/grade of achievement and know what they have to do to raise their level of achievement;
- To analyse Key Stage student data to inform intervention strategies and appropriate action plans for students.

Attendance and Behaviour

- To set high expectations for students' behaviour and attendance, establishing and maintaining a good standard of discipline through well-focused teaching, through positive and productive relationships and through consistent use of the Academy's Behaviour system to ensure all students are treated fairly;
- To set work for students absent from the Academy for health or disciplinary reasons;
- To seek advice as required from colleagues regarding support or intervention when behavior or attendance concerns arise;
- To record student attendance in a timely manner;
- To play a pivotal role in rewarding student achievement and positive behaviour.

Relationship with Parents/Carers, Colleagues and the Wider Community

- To maintain positive relationships with parents and carers, calling parents/carers as deemed necessary regarding student progress or if there are health and welfare concerns;
- To liaise with the Curriculum Leader should written correspondence to parents be required
- To attend Parents evenings to keep parents informed of progress;

- To prepare accurate reports to parents/carers regularly;
- To establish effective working relationships with colleagues and other professionals;
- To liaise with agencies responsible for students' welfare.

Manage Own Performance and Development

- To take responsibility for personal professional development, keeping up to date with research and developments in pedagogy and in the subjects taught;
- To set a good example to students in terms of presentation and personal conduct;
- To constantly evaluate your own teaching critically and use this to improve effectiveness;
- To engage actively in the performance management and review process.
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Threshold Responsibilities (if applicable)

- To be an Ambassador of Teaching and Learning as a threshold standard teacher, ensuring every standard is consistently achieved.

Other Specific Duties

- To be a Form Tutor and support learners delivering PHCSE to your Form Group for one mentor period a week;
- To play a full part in the life of the Academy community and to encourage colleagues and students to follow this example;
- To maintain safe housekeeping across the school including tidy classrooms conducive to learning and staffing areas clean for rest breaks
- To actively seek appropriate professional learning and development opportunities;
- Be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person;
- Other duties commensurate with the grade of the post as directed by the Headteacher or as specified by the School Teachers Pay and Conditions Document.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.

Employee Specification

	Essential	Desirable
Qualifications/ Training	Degree in a relevant subject QTS as an English Teacher	Qualification in Media Studies
Knowledge & Skills	<p>Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people.</p> <p>Knowledge, understanding and commitment to the Equality Act 2010 and fair treatment of all</p> <p>Knowledge of current education issues theory and practice</p> <p>Outstanding literacy skills.</p> <p>Ability to relate well with children and adults.</p> <p>The ability to work as a member of a team.</p> <p>Interpersonal skills.</p> <p>ICT skills.</p> <p>Up to date knowledge of English curriculum.</p> <p>Ability to evaluate and improve the teaching practice of self and others.</p> <p>Ability to create innovative resources and new learning opportunities.</p> <p>Data analysis skills.</p> <p>Classroom management skills.</p>	Knowledge of Upper Threshold Standards (Essential if Threshold Teacher)
Experience	<p>Proven success of effective teaching and learning in English within a secondary school</p> <p>Proven track record raising standards for students of all abilities</p> <p>Proven success of delivering effective teaching at threshold standard (If applicable)</p>	<p>Proven success of effective teaching and learning in a second subject</p> <p>Working in partnership with local schools and wider community</p>
Competencies and	Quick thinker	

other skills required	Perseverance Determination Patience Self-motivated Suitable to work with young people. Time management skills. Flexibility Innovative approach to teaching and learning Innovative use of ICT skills	Willingness to take part in extra curricular activities (e.g. trips abroad)
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Characteristics of the post:

The ability to regularly attend meetings as required by the Headteacher / Curriculum Leader in directed time.

The employment checks required of this post are:

- **Evidence of entitlement to work in the UK.**
- **Evidence of essential qualifications**
- **Two good references.**
- **Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure.**
- **Confirmation of medical fitness for employment.**

Horbury Academy 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.

The Job Description should be read alongside the range of professional duties of Teachers as set out in the Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

This job description will be reviewed regularly 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 in line with the school's changing needs.

Signed: _____ (Teacher) Signed: _____ (Headteacher)

Dated: _____ (Teacher) Dated: _____ (Headteacher)

One copy will be retained on your personal file

Revised Jan 2016