Job Description

Teacher of English

**Salary/Grade**

Mainscale plus Fringe

#### Purpose of the job

To provide high quality teaching, and enable effective use of resources and high standards of learning and achievement for students, within an atmosphere in which students feel challenged, valued and secure.

### Reporting to

Head of Faculty

**KEY FUNCTIONS**

* To teach the subjects, classes and groups as allocated by the Head of Faculty for English and the Leadership Team
* To ensure that high quality teaching and learning takes place in all allocated classes
* To support and participate in the curriculum development work of the English Curriculum Area, including the writing of schemes of work and programmes of study
* To assist the Head of Faculty for English in the maintenance of high standards of work and behaviour within English
* To be a House Tutor or Sixth Form Tutor and to carry out the specified duties in accordance with the job description of a House or Sixth Form Tutor
* To support the Leadership Team in the effective operation of the Academy

**SPECIFIC RESPONSIBILITIES**

The main responsibilities of the post are to:

* teach the classes allocated, and provide a well-planned, challenging and purposeful learning environment for students
* support and carry out policies and practices to promote positive student behaviour and achievement in English within the framework of the Positive Discipline policy
* set homework on a regular basis and mark student work promptly
* assess, monitor, record and report on student achievement in line with Academy and Curriculum Area policy, including writing student reports and attending parents meetings
* assist in the identification of student special educational needs, and support the work of the Learning Support Team, including participation in the writing and review of individual education plans
* share in the development of course outlines, syllabuses and schemes of work in English
* follow the course outlines, syllabuses and schemes of work agreed by the English Curriculum Area
* make effective use of student performance data, and student and staff target-setting; and provide relevant information to the Head of Faculty, Heads of House and Academy Directors
* monitor and record student attendance in line with Academy and Curriculum Area policy, and support the Head of Faculty and Academy Directors in the maintenance of high levels of student attendance
* prepare for and attend English Curriculum Area and House or Sixth Form Team meetings and support the work of the English Curriculum Area and the House or Sixth Form Team
* actively support and participate in the museum learning programme
* actively support and participate in the link school arrangements with Eton College
* participate in and support the Performance Management Policy
* assist in the development of the Academy Improvement Plan and its review mechanism
* undertake specific duties within the English Team as agreed with the Head of Faculty
* undertake such other duties as reasonably required by the Executive Principal

Person Specification

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| Qualifications and experience | Essential | Desirable |
| QTS, Degree or equivalent teaching qualification in English or other relevant subject | ✓ |  |
| Relevant CPD Training Courses |  | ✓ |
| Successful teaching experience | ✓ |  |
| Provision of differentiated activities | ✓ |  |
| Evidence of consistently good and outstanding teaching and pupil progress | ✓ |  |
| Evidence of commitment to ensuring the highest level of achievement for all students regardless of background and/or ability | ✓ |  |
| Evidence of continuing personal and professional development |  | ✓ |
| Current educational thinking and trends |  | ✓ |
| Effective use of ICT in the teaching |  | ✓ |
| Current developments in the teaching of English | ✓ |  |

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| **Professional Knowledge & Understanding**  The successful applicant will need to demonstrate knowledge and understanding of: | **Essential** | **Desirable** |
| Excellent subject knowledge | ✓ |  |
| Effective practice and approaches to teaching and learning | ✓ |  |
| How to use data and information to effect improvement | ✓ |  |
| Strategies for raising student achievement | ✓ |  |
| Evidence of successful behaviour management | ✓ |  |
| Ability to contribute to collaborative planning and schemes of learning | ✓ |  |
| Ability to teach in Key Stages 3 and 4 | ✓ | ✓ |
| Ability to teach in Key Stage 5 |  | ✓ |
| Experience of constructive co-operation with parents and carers |  | ✓ |
| Experience in raising student achievement | ✓ |  |
| Successful school-based training in secondary age range | ✓ |  |
| Ofsted framework for school inspection/self-evaluation |  | ✓ |

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| **Personal Qualities and Skills**  Ideally, we are looking for someone who: | **Essential** | **Desirable** |
| Can lead, motivate, enthuse and inspire staff and students, and win the confidence of parents and governors | ✓ |  |
| Has the ability to think strategically with imagination, vision and originality | ✓ |  |
| Is reflective, self-critical and open | ✓ |  |
| Is self-confident, motivated and ambitious | ✓ |  |
| Has passion and believes that every student can succeed | ✓ |  |
| Is an effective communicator and presenter | ✓ |  |
| Can plan, organise and delegate effectively | ✓ |  |
| Possess excellent interpersonal skills | ✓ |  |
| Can make tough decisions | ✓ |  |
| Has sound judgement, especially when working under pressure | ✓ |  |
| Has a life outside school | ✓ |  |
| Has a fantastic sense of humour | ✓ |  |