JOB DESCRIPTION

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| Hanson School | |
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| JOB TITLE: | Teacher of English |
| GRADE/SALARY: | MPS/UPS |
| JOB PURPOSE: | To teach pupils across the full age and ability range present in the Academy in order to ensure the highest possible standards of pupil achievement, personal development and well-being. |

KEY RESPONSIBILITIES

DUTIES AND RESPONSIBILITIES

* To promote and be committed to the Academy aims and objectives
* To maintain and contribute to the development of Academy policies
* To promote and be committed to securing high expectations for learning and the raising of achievement
* Within Academy and subject policies, to:
  + Effectively teach National and Academy Curriculum
  + Set appropriate homework
  + Mark work, assess, record and report student progress
  + Provide a stimulating learning environment
  + Have due regard for maintaining health and safety and security in the area s/he uses
  + Contribute to department and Academy enrichment programmes
* To be a member of a pastoral team and, if required, a form tutor carrying out the associated
* responsibilities
* To assist with the effective operation of subject and year teams by, individually and with others:
  + Developing schemes of work, resources, teaching and learning strategies
  + Contributing to team review, monitoring and evaluation, and the development of working
  + practices
  + Participating in working groups and projects
* Taking part in other professional development activities
* Ability and willingness to deliver some Key Stage 3 outside of the Department if required

OTHER SPECIFIC DUTIES

* To undertake any other duty as specified by the Academy Teachers’ Pay and Conditions Document not mentioned in the above
* To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

PERSON SPECIFICATION

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| KNOWLEDGE/QUALIFICATIONS | Essential | Desirable | Evidenced |
| Graduate with qualified teacher status for English. | ✓ |  | AF |
| An excellent classroom practitioner | ✓ |  | AF/I/R |
| Understanding of health and safety issues and good practice. | ✓ |  | AF/I |
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| EXPERIENCE | Essential | Desirable | Evidenced |
| Teaching of Key Stage 3 and 4 for English | ✓ |  | AF/I/R |
| Teaching Key Stage 5 English |  | ✓ | AF/I/R |
| Teaching of Key Stage 4 and 5 |  | ✓ | AF/I/R |
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| SKILLS | Essential | Desirable | Evidenced |
| Good organisational and personal management skills | ✓ |  | AF/I |
| Effective planning and teaching | ✓ |  | AF/I/R |
| Effective behaviour management. | ✓ |  | AF/I/R |
| An ability to demand high standards. | ✓ |  | AF/I/R |
| Work independently and being a team player | ✓ |  | AF/I/R |
| An ability to develop good working relationships with students and staff | ✓ |  | AF/I/R |
| Effective time-management | ✓ |  | AF/I |
| The ability to meet deadlines | ✓ |  | AF/I |
| Good ICT skills | ✓ |  | AF |
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| BEHAVIOUR AND OTHER RELATED CHARACTERISTICS | Essential | Desirable | Evidenced |
| Commitment to self and team development | ✓ |  | AF/I |
| Work in ways that promote equality of opportunity, participation, diversity and responsibility | ✓ |  | AF/I |
| A commitment to abide by and promote the Academy’s Equal Opportunities, Health and Safety, Child Protection Policies | ✓ |  | AF/I/R |
| A professional responsibility to promote and safeguard the welfare of children and young people | ✓ |  | AF/I |
| The postholder will require an enhanced DBS | ✓ |  |  |

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| Key:  MOA= Method of Assessment, Ess= Essential, Des= Desirable, A= Application, I= Interview, and assessment, R = Reference, C= Certificate. |

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| COMPETENCIES |
| **Focus on Outcomes**  Takes responsibility for achieving specific, challenging objectives within an agreed time scale and budget, and meeting or exceeding required quality standards. Displays the drive, determination and resilience to mobilise people and resources towards achieving results that meet stakeholder needs. Ready to challenge existing ways of thinking/behaving in a persistent search for ways of improving performance. |
| **Communication**  Displays clarity and openness in communication both written and verbal to colleagues and stakeholders. Communicates information in an appropriate and effective manner. |
| **Managing Resources Innovatively**  Critically and continuously examines how to gain optimum value from finite resources. Shows the ability to break out of established ways of thinking in the search for innovative ways of improving performance without dropping essential standards or putting the organisation under undue pressure. |
| **Personal Effectiveness**  Behaves consistently within a corporate context; quickly adapts to varying environments with differing tasks and people. Derives personal satisfaction working within the Trust and Academy culture and values. Manages work pressures well, showing both resilience and tenacity. |