**Job Description for Teacher of English**

**Job Title: English Teacher**

**Reporting to: Head of English**

**Role Purpose:** To provide an innovative and stimulating education for all students at Sheffield Park Academy, which ensures all are given the opportunity to reach their full potential.

* To develop excellent working relationships with colleagues internally, centrally and externally.
* To be an effective and flexible member of the Team, contributing to the successful adherence to Safeguarding Policy.
* To uphold the Academy policies and procedures at all times.
* To ensure any documentation produced is to a high standard and is in line with the in-house style.
* Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Participate in training and other learning activities as required.
* Participate in the Academy’s Performance Management process.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
* To promote the area of responsibility within the Academy and beyond.
* To represent the Academy at events as appropriate.
* To support and promote the Academy ethos.
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

**Role Tasks:**

* To be responsible to the Head of Department for:

1. the achievement of the highest possible academic standards in relation to each child’s ability;
2. the teaching of English throughout the Academy;
3. the drawing up of schemes of work which are relevant to ability and in harmony with aims of the Academy;
4. assessment, record-keeping and reporting to Parents/ Guardians;
5. the preparation, setting and marking of appropriate homework;
6. the promotion and encouragement of extra-curricular activities;
7. the display of student’s work within the department and around the Academy

* To support and encourage the Academy ethos
* To contribute towards the English Subject area
* To keep abreast of developments in English
* To supervise the use of support staff relevant to the class
* To implement and maintain the Academy’s policy on discipline and behaviour
* To assist at Academy functions and other duties that may develop from carrying out the responsibilities of the post including a supervisory role.
* To perform such teaching duties as may be assigned in the Academy timetable.

**Person Specification for English Teacher**

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| **Essential Criteria** | **Desirable Criteria** | **Evidence** |
| **Qualifications:**  A relevant degree  Qualified Teacher Status, with subject Specialism(s) related to the Learning Area  Ability to teach across the full 11-18 age and ability range | Further professional qualifications  Appropriate in service training / CPD according to experience | Application form |
| **Working Experience:**  A track record of success in learning and teaching, according to experience  Involvement in the monitoring of progress and attainment at student and class level  Experience in developing learning and teaching in an inclusive environment  Experience in monitoring and developing the academic and personal progress of individual students as a tutor | Experience in developing learning and teaching in a multi-cultural environment  Involvement in curriculum initiatives and extra-curricular developments  Successful Post-16 experience | Application Form  Interview  Lesson Observation |
| **Skills & Knowledge:**  Professional knowledge and understanding of one or more subjects within the Learning Area  Ability to articulate characteristics of effective teaching and learning with evidence of good practice  Good classroom management technique  Knowledge and understanding of effective assessment and its contribution to learning and progression  Knowledge of strategies related to key issues in education e.g. gender issues, equal opportunities, SEN  Abilities to contribute to Programmes of Study / Lesson Plans  Knowledge and use of ICT and e-learning | Knowledge and understanding of current Teaching and Learning issues relevant to the needs of the Academy  Able to express a vision for subject development  Ability to contribute to the SMSC / Citizenship programme  Involvement in extended curricular provision  Good ICT skills and an awareness of its potential | Application Form  Interview  Lesson Observation |
| **Personal Qualities:**  Commitment to an ethos of high standards, personal fulfilment and academic success  A capacity to inspire through a love of teaching  Ability to relate to the whole community  Energy, stamina and determination  A record of good health and attendance | Involved in educational developments beyond what is required  Self-confidence, personal impact and presence  Eager to acquire further skills and career enhancement | Application Form  Interview  Lesson Observation |
| **Management Skills:**  An ability to establish positive and sensitive interpersonal relationship across the community  An ability to plan time effectively and meet deadlines  An ability to be a team player | An awareness of whole Academy issues  An understanding of accountability  Experience of Self Evaluation | Application Form  Interview |