

Job Description

John Smeaton Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post Title: Teacher of English

Responsible to: Head of Department

Role:

- To manage the teaching of English within allocated teaching groups in accordance with the academy aims and in pursuit of high standards of pupil achievement.
- To share and support the corporate responsibility for the well-being, education and discipline of all students.
- Ensure high quality teaching and learning takes place with allocated groups in line with school and department curriculum policy.
- Have a positive impact on the educational progress of pupils in allocated groups.
- Develop and enhance teaching and learning methodology.

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Main Duties, Responsibilities & Tasks

Main Tasks

- Ensure effective teaching of whole classes, groups and individuals using methodology that stimulates, engages and challenges students so that learning and teaching objectives are met.
- Set high expectations for students' behaviour, establishing and maintaining good classroom management and the development of positive and productive relationships within the structure of Positive Discipline.
- Through planning, identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught.
- Set appropriate and demanding expectations for students' learning and motivation. Set clear targets for students' learning, building on prior attainment.
- The drawing up of schemes of work which are relevant to ability and in harmony with aims of the academy
- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Set, mark and monitor students' class and homework providing clear and constructive oral and written feedback, setting targets for students' progress.
- Prepare and present informative reports to parents in line with school policy.
- Provide opportunities to develop students' understanding by relating their learning to real and work related examples, recognizing that learning can take place outside the school context.
- Take responsibility for their own professional development and keep up to date with research and developments in pedagogy and use this to improve teaching and students' learning.

	<ul style="list-style-type: none"> • Set a good example to the students they teach in their presentation and their personal conduct. • Evaluate their own teaching critically and use this to improve their effectiveness. • Make good use of ICT and other learning resources which enable teaching objectives to be met. • To assist with the supervision of students out of lesson times, including before and after school, break and lunchtime. • To promote and encouragement extra-curricular activities for students. • To keep abreast of developments within the subject area. • To promote student's work by appropriate and current displays within the department and around the academy.
General	<ul style="list-style-type: none"> • 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.



Person Specification

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Post Title:

Teacher of English

	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • A relevant degree. • Qualified Teacher Status (or pending), with subject Specialism(s) related to secondary education. 	<ul style="list-style-type: none"> • Teaching in an inner-city Secondary School. • Further professional qualifications. • Appropriate in-service training / CPD according to experience.
Skills	<ul style="list-style-type: none"> • Wide range of learning and teaching skills. • Effective lesson planning to meet the needs of all students. • Effective classroom management. • Ability to engage and motivate all students. • ICT skills related to specialism. 	
Knowledge	<ul style="list-style-type: none"> • Up to date subject knowledge. • Range of strategies for behaviour management. • Monitoring, assessment, target setting, recording and reporting of pupil progress. 	<ul style="list-style-type: none"> • Knowledge of current education initiatives. • Understanding of SEN. • Able to express a vision for subject development.
Personal Qualities	<ul style="list-style-type: none"> • Commitment to inclusive education. • Vision, imagination and creativity. • High student expectations. • Sense of humour and proportion. • Reliability and integrity. • Be adaptable to change. • Work effectively as a member of a team. • Proactive in personal, professional development and commitment to performance self-evaluation. • Be an effective role model through presentation and personal conduct. • An ability to plan time effectively and meet deadlines. 	<ul style="list-style-type: none"> • An understanding of accountability. • Experience of self-evaluation.