



Job Description

Post title	Teacher of English (2iC)
Academy	Haberdashers' Aske's Knights Academy
Grade	MPS/UPS + TLR2 + ILW
Responsible to	Curriculum Director of English (CD)

Summary of the overall purpose of the job

The successful candidate will be expected to make a major contribution to the continuing development of our English department. Applicants should be able to demonstrate previous and successful experience of raising standards through their teaching of English across KS4 and KS5, including a mixed ability range. They will have the ability to motivate pupils, as well as being able to work as part of a team to ensure all pupils reach their full potential. The successful post holder will be required to support the Curriculum Director with the management of teachers, whilst also ensuring effective development of the English curriculum. We therefore require someone who:

- Has a proven track record of raising standards;
- Can demonstrate and evidence a strong subject knowledge;
- Be organised, innovative and self-motivated;
- Help lead an established team and report on the quality of standards, attainment and student progress.

Key responsibilities and objectives of the job

As 2iC your role is to work closely with the Head of department to ensure that these priorities are a success. Within this role your aims are as follows:

Leadership and Management

- To liaise with the CD and the rest of the English team to ensure the smooth running of the department
- To meet regularly with the CD in order to facilitate the development of the department and to take a full role in this.
- To be responsible for the setting of work for absent colleagues for KS4 and KS5 when CD is not present
- To support the CD in the running of weekly department meetings
- To assist in the mentoring of NQT teachers in the department (if applicable), to arrange in consultation with the CD as necessary, the timetables for such teachers and to guide them in

their professional development.

- To have input with performance management and reviews of members of staff directed by CD.
- To deputise for the CD in cases of absence.
- To help disseminate ideas and approaches for classroom and curriculum management to help raise standards.
- To support the department in open-evenings/whole school events
- To undertake regular lesson observations, learning walks, work scrutiny and monitoring of colleague's performance in order to give professional feedback to department members as well as to inform whole school reviews

Quality of Teaching

- Plan, prepare and deliver good/outstanding lessons to provide students with the opportunity to achieve their potential
- Ensure that lessons are engaging and stimulating taking into account students' individual needs
- Manage, develop and share resources to enhance teaching of Business & Economics including suitably differentiated materials
- To actively encourage a range of effective teaching and learning strategies
- To advise and support colleagues in the delivery of the English curriculum at KS4 and KS5
- Ensure effective learning in the classroom and department areas by following the school's Behaviour Management Policy

Achievement/Pupil Progress

- To ensure that the students' progress is assessed in line with the school's assessment policy
- Ensure students receive high quality assessment feedback through book marking and assessment in lessons
- To be able to use data to identify underachieving pupils and to introduce the use of interventions to raise achievement.
- To support the Head of Department in leading on and monitoring the assessment work in the department.
- To use data to set targets for individual students, ensuring triangulation of target setting with teacher, pupil and parents
- To oversee reporting to parents on student achievement in the given department

Behaviour for Learning

- To effectively build on behaviour management strategies within the department which work in line with the whole school policies.
- To improve the rewards system, overseeing the issue of certification to these pupils.

Other responsibilities

- Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enrichment.
- To follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified, and may change over time.

General responsibilities and objectives
<ul style="list-style-type: none">• To provide accurate information for parents as directed by academy and department policy and to attend parents' evenings and other presentation meetings as directed• To work within the academy framework with regard to Health and Safety• To promote equal opportunities in the academy• To actively promote the aims and ethos of the Federation / Academy• To support the Academy's commitment to the continued professional learning of all staff• To undertake any additional duties as may reasonably required by the CEO or Principal

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
• Is a well-qualified graduate	X		AP
• Has a teaching qualification	X		AP
Knowledge/skills			
• Can teach English at KS4 and KS5	X		AP/I/R
• Is committed to students continuing to study English beyond Key Stage 4	X		AP/I/R
• Is committed to individual learning pathways and assessment for learning	X		AP/I/R
• Can motivate students at all levels of ability, thus ensuring that all students fully access the English curriculum	X		AP/I/R
• Will play a full and active role in the wider development of the Academy	X		AP/I/R
Experience			
• Proven track record of raising educational standards	X		AP/I/R
• Curriculum and/or pastoral experience	X		AP/I/R
Personal characteristics/other requirements			
• Is a 'can do' person who works positively and collaboratively	X		AP/I/R
• Is passionate, energetic, versatile and creative about their subject and teaching in general	X		AP/I/R
• Is a strong team player	X		AP/I/R