



OUR LADY & ST. BEDE
CATHOLIC ACADEMY

**Job Description
&
Person Specification**

Teacher of English

Teacher of English

Job Description

SCALE: Main Scale

As in all of our appointments, we are looking for teachers who have a passion for providing an excellent holistic education for students and who would be committed to promoting the school's distinctive Catholic/Christian ethos.

Purpose

The Teacher is accountable for:

- effective classroom practice based on precise schemes of work including differentiation and assessment procedures.
- effective progress and achievement of all students.
- effective contribution to whole school curriculum planning and implementation.
- effective implementation of school policies and legislation.
- effective communication and liaison with teachers, teams, parents, governors and all appropriate bodies.
- effective management of resources including the rooms, area and equipment.

Reporting to: Head of Department

Responsible for

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Curriculum

- Planning, implementing, reviewing and developing the curriculum within the framework of the National Curriculum.
- Production of schemes of work and records of courses.
- Integrate Literacy and ICT policies within the teaching provision.
- Organising enrichment opportunities for students to extend their subject education outside of lesson time activities.

Student care and achievement

- Ensuring that assessment is both regular and thorough and that full records of student work are kept.
- Monitoring and evaluating the work of students.
- Developing strategies for students' different needs.
- Rigorously monitoring equal opportunity issues within the classroom, having particular regard to curriculum access, assessment and performance.

Resource Management

- Managing the resources of the area.
- Ensure that Health and Safety legislation is followed.

Management

- Attendance at all appropriate meetings including Parents' meetings and liaison meetings.
- Contributing to overall development of the school.

Additional Responsibilities

- Participating in supervisory duties.
- To act as a Form Tutor and to carry out the duties associated with that role.

- Being a tutor within a Year Team (reporting to the appropriate Head of Year).
- To be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer.
- To monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to PSHE, citizenship, enterprise and other cross-curricular areas according to school policy.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils follow this example.
- To continue personal professional development.
- To engage actively in the Performance Management process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors or students.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Teacher of English

PERSON SPECIFICATION

Qualifications and Experience

Essential	Stage Identified	Desirable	Stage Identified
<ul style="list-style-type: none"> A degree in an appropriate discipline Qualified Teacher Status Ability to teach across the full ability and age range 	AF/C AF/C AF/I/R	<ul style="list-style-type: none"> Experience of teaching at Key Stage 3 & 4 	AF/I/R

Knowledge and Skills

Essential	Stage Identified	Desirable	Stage Identified
<ul style="list-style-type: none"> Ability to teach high quality lessons to all ages and abilities- lessons that challenge and ensure the progress of all learners Excellent skills in classroom management High standard of preparation and marking Highly developed organisational skills Ability to contribute positively to a team, and willing to take responsibility and demonstrate good leadership Highly developed oral and written communication skills A willingness to partake and share good practice Commitment to role of Form Tutor and providing an excellent holistic education for students Ability to form productive relationships with young people 	I/R I/R R R AF/R AF/I/R R AF/R I/R	<ul style="list-style-type: none"> A willingness to contribute to and lead extra-curricular activities within, and outside of, the department Pastoral experience as a Form Tutor 	AF/I/R AF/I/R

Personal Qualities

Essential	Stage Identified	Desirable	Stage Identified
<ul style="list-style-type: none"> Professional vision Ability to enthuse young people in the study of English Outstanding role model for children Ability to respond to change Ability to relate well to colleagues Ability to think clearly, calmly and to complete tasks successfully Willing to be involved in the whole life of the school Fully supportive of the schools' Catholic/Christian ethos and a willingness to promote this ethos at every opportunity 	AF/R AF/I/R AF/R AF/I/R I/R I/R AF/I/R AF/I/R	<ul style="list-style-type: none"> An optimist who brings out the best in people Good sense of humour 	I/R I/R