



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*

Job Description/Person Specification

Teacher of English

Post Title	Teacher of English
Salary Grade	MPS/UPS
Hours	Full time, permanent
Location	Abbeyfield School
Reports To	Directors of Learning-English
Purpose Of Post	To be a part of the English team with absolute focus on effective teaching to ensure students' achievement and progress is good.

PLANNING AND PREPERATION RESPONSIBILITIES

- Teach, according to their needs, the pupils assigned to them.
- Regularly review teaching methods and schemes of work.
- Set and mark homework in accordance with school policy.
- Be familiar with assessment data for individual and groups of students to inform planning and differentiation in lessons.
- Assess, record and report on the progress, development, and attainment of pupils, setting appropriate targets for improvement.
- Maintain good order and discipline amongst pupils and show particular regard to their Health and Safety, both on the school premises and when they are engaged in authorised activities elsewhere.

EDUCATIONAL PROGRESS AND WELLBEING RESPONSIBILITIES

- Consistently support the schools agreed policies.
- Provide guidance and advice to pupils on educational and social matters, on their continuing education and potential careers.
- Keep relevant records and write appropriate reports and references as required.
- Keep records of produce reports on the personal and social needs of pupils.
- Act as a form tutor and progress mentor, carrying out related duties.
- Communicate and consult with the parents of pupils.
- Communicate and co-operate with relevant agencies outside the school.

SCHOOL IMPROVEMENT RESPONSIBILITIES

- Participate in directed meetings related to the curriculum, pastoral arrangements or administration of the school
- Contribute towards the work of groups established to develop and monitor school improvement.
- Take part in the arrangements for teacher appraisal and training review and participate in staff development programmes organised by the senior colleague responsible for their professional development.
- Participate in and contribute to the normal management processes of the school.

The post holder must adhere to and ensure compliance with the School's Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	Qualified Teacher Status	First degree with English as the main strand.	Application
Experience	<p>Evidence of ongoing professional development.</p> <p>Recent experience within a secondary school environment of successfully teaching English to at least GCSE.</p> <p>A keen interest in developing your pedagogy to inspire students.</p> <p>Working effectively with a form group.</p> <p>Effective use of Assessment for Learning to engage pupils as partners in their learning.</p>	<p>Evidence of high achievement in teaching across the Key Stages</p> <p>Experience or ability to teach at KS5</p>	Application and interview
Skills	<p>Exceptional communication and presentation skills.</p> <p>Competent user of ICT.</p> <p>Ability to plan and resource effective interventions to meet curricular objectives.</p>	Ability to use and promote a wide range of teaching methodologies	Application and interview
Knowledge	<p>Current knowledge of the English curriculum.</p> <p>Assessment recording and reporting of pupils' achievements in the subject and the use of data to secure student progress.</p> <p>Use of strategies to promote good pupil relationships and high attainment in an inclusive environment.</p>		Application and interview
Values	<p>Commitment to the school values in personal behaviours.</p> <p>Commitment to personal and team development and professionalism.</p> <p>Commitment to safeguarding young people.</p>		Interview