# **Job Description**

**Job title: English Teacher**

**Accountable to: Head of History**

**Teacher Scale: Main Pay Scale / Upper Pay Scale**

## Key Accountabilities

* To support the Curriculum Lead in establishing and developing a distinct vision for the subject which
  + Challenges, motivates and inspires students
  + Develops appreciation of the subject maater
  + Provides a transition from KS2 and ensures excellent academic progress for students of all abilities

## Accountable for the delivery of the specified curriculum

* To prepare appropriate material in order to deliver the curriculum effectively, using a variety of styles and approaches, with regard of the individual students up to KS4
* To contribute to the development of schemes of work
* To implement relevant school policies in relation to the subject
* To mark work using assessment for learning techniques so that students make progress

## Accountable for maintaining a well managed classroom

* To have regard for the safety of students in line with the school’s Health & Safety policy and routines, such as fire drill
* To maintain firm but clear discipline using the school behaviour policy
* To ensure that the learning environment is stimulating through the display of students’ work and other appropriate materials

## Accountable for keeping records on individual students

* To keep a register of attendance at each lesson and to follow up non-attendance and lateness
* To set and mark homework in line with the school’s policy
* To contribute to the school’s assessment policy through the completing of grade sheets, student profiles, regular marking, attendance at Parent’s Consultation meetings and any other reports necessary

## Accountable for Health & Safety and safeguarding of Students

* To contribute to the safeguarding of students and to child protection using the procedures outlined in school policies
* To ensure that the Health & Safety policy and Risk Assessments are followed

## Accountable for having a professional commitment to teaching and their own professional development

* To attend regularly and punctually
* To update subject knowledge through external and school based training
* To contribute to own professional development through performance review/observation
* To attend school meetings as required

1. The above responsibilities are subject to the general duties and responsibilities contained in the contract and school policies.
2. To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.
3. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
4. This job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time as required and it may be subject to modification or amendment at any time after consultation with the holder of the post. It is understood that the need to consider any major change in the manner and scope of responsibilities mentioned above will be through negotiation between the post holder and the Headteacher.
5. Due to the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment can be confirmed. This will be done by means of applying for an Enhanced Disclosure. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
6. Every member of staff has a responsibility to safeguard and promote the welfare of children.

# **Person Specification**

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| |  |  |  | | --- | --- | --- | | Area | **Essential** | **Desirable** | | Qualifications and Experience | * Experience as a class room teacher (either in another position or as part of their training) in a mainstream secondary school * An excellent classroom practitioner * Understands how and believes they can improve student outcomes * Excellent understanding of assessment processes and how to use these to support planning and raise student achievement * Experience of working with other teachers and supporting professionals to extend their understanding of educational issues * Ability to lead own professional development * Good degree and teaching qualification * Qualified teacher status * Evidence of professional development relevant to the role | * Experience of classroom observations and feedback * Ability to offer another subject * Ability to lead an extra-curricular activity | | Knowledge and Skills | * Knowledge of current curriculum development in their subject * Knowledge of a wide range of pedagogic approaches to cater for different learning styles and ensure that all students are engaged * Sound understanding of personalising the educational experience for students * To be able to effectively interpret, analyse and use data * Excellent interpersonal and communication skills (including written, oral and presentation) * Excellent organisational skills   Preparedness to challenge under performance | * Coaching and mentoring skills   Interesting in developing own coaching skills | | Person characteristics | * Shared vision * Passionate about securing the very best outcomes for every child * Belief in the ability of every individual to achieve benchmarks * Energetic, resilient and empathetic * Ability to form learning-centred relationships with other professionals * Awareness of own needs for development * Ability to act as role model   Understand the importance of securing own well being | A mindful individual  Ambition to lead | | Ese |  |