

Job Description

Post and grade	English Teacher – Second in Department
Department	English
Reporting to	Director of Learning - English
Liaising with	Director Learning, Heads of Year, Teaching and Associate Staff, Students and Parent/Carers
Salary/Grade	MPS/UPS + TLR 2B
Areas of responsibility and key tasks	
Core Duties <ul style="list-style-type: none">• To teach English across the age and ability range• To prepare students for external examinations and assessments as directed by the Director of Learning	
Key Tasks <ul style="list-style-type: none">• To prepare and deliver lessons according to school/departmental schemes of work• To mark and assess students' work according to the school/departmental policies• To attend and contribute to relevant meetings• To play an active part in the long term development of the Department• To play a full part in the allocated Head of Year Team – including carrying out duties as a form tutor, if appropriate• To play a full part in safeguarding students and contributing to their personal development and well-being	
Teaching <ul style="list-style-type: none">• To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher.	
Additional Duties <ul style="list-style-type: none">• To play a full part in the life of the school community, to support its distinctive ethos and to encourage other staff and students to follow this example	
Safeguarding <ul style="list-style-type: none">• To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.• To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy• To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders• To consider at all times what is in the best interests of the child• To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care• To take action to enable all children to have the best outcomes	

Other Specific Duties

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be 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 adhere to the School's agreed Code of Conduct.
- 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.
- This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.
- The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

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 This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Personal Specification for the post of English Teacher – Second in Department

Area	<u>Essential</u>	<u>Desirable</u>
Qualifications	<ul style="list-style-type: none"> Degree in English QTS 	<ul style="list-style-type: none"> BA(Hons) in English Further qualification or training relevant to the post
Experience	<ul style="list-style-type: none"> A proven track record as a good classroom practitioner, teaching across the 11-19 age and ability range 	<ul style="list-style-type: none"> Experience of teaching at KS5 (especially Statistics and Mechanics) Experience of managing and leading diverse staff teams
Knowledge	<ul style="list-style-type: none"> Grounding in teaching and learning strategies Commitment to the role of assessment to monitor progress Knowledge and understanding of literacy and numeracy development in English 	<ul style="list-style-type: none"> Knowledge of the KS2 English curriculum Understanding of current curriculum development issues in English and new technologies
Skills	<ul style="list-style-type: none"> Ability to communicate clearly and effectively Ability to work under pressure Ability to develop relationships with students which support learning ICT skills to enhance teaching and learning in English Good team working skills: the ability to both lead teams and be a constructive member of teams 	<ul style="list-style-type: none"> Possess outstanding written and verbal communication skills Excellent Organisational and ICT skills
Attitudes and Values	<ul style="list-style-type: none"> Enthusiastic about teaching young people of all abilities Commitment to improving teaching and learning An understanding of the diverse range of needs of all students 	<ul style="list-style-type: none"> Recognise the importance of teaching for the individual
Personal Qualities	<ul style="list-style-type: none"> Dynamic and energetic Desire for constant improvement An evaluative and reflective approach to own practice Committed to high quality teaching Good attendance record Resilience and good humour 	<ul style="list-style-type: none"> Ambition for further development to Middle Leadership
Professionalism	<ul style="list-style-type: none"> Team player Ability to meet deadlines Stamina and determination 	