



Teacher of English Fixed Term [full time or part time] Job Description	
Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Purpose:</b>	To be responsible for the safety of pupils in your care and the standards and progress achieved by pupils in your classes
<b>Job Title:</b>	Teacher of English
<b>Department:</b>	English
<b>Location:</b>	Wootton Upper School
<b>Reporting Line:</b>	Head of English
<b>Hours:</b>	Full Time or Part Time dependent on availability of successful candidate
<b>Line management responsibility for:</b>	N/A
<b>Principal Accountabilities/ Responsibilities</b>	<p>Under the direction of the Head of Department</p> <p>You are responsible for ensuring the safety and well-being of pupils in your care and any other Wootton Academy Trust pupil who approaches you to ask for help.</p> <p>To act as a member of a Department Team in:</p> <ul style="list-style-type: none"> <li>• developing appropriate specifications, materials and schemes of learning.</li> <li>• contributing to an effective working and learning environment.</li> <li>• supporting other members teaching within the department.</li> </ul> <p>To teach classes, small groups or individuals as designated by the Executive Principal:</p> <ul style="list-style-type: none"> <li>• to plan appropriate lessons for each class.</li> <li>• to take responsibility for the well-being and progress of pupils within the learning environment.</li> <li>• to make regular assessments of pupils' work.</li> <li>• to ensure that pupils' assessments are kept securely.</li> </ul> <p>To be involved in the setting, administration and marking of assessments.</p> <p>Where appropriate to be involved in the setting, administration and marking of public examinations (coursework).</p> <p>To give oral and written reports on pupils for the use of colleagues and to provide information on the progress of pupils for third parties in a timely manner.</p>

	<p>To contribute to the development and implementation of policy and practice, in accordance with the priorities outlined in the Trust's Improvement Plan.</p> <p>To undertake such professional duties, including contractual duties, as are outlined in the Trust's annual summary/programme of 'directed time'.</p> <p>To ensure all pupils are able to make expected progress - or better - in each class you teach.</p> <p>To promote healthy lifestyles to pupils (including physical, mental and emotional).</p> <p>You are responsible for ensuring the behaviour of pupils is at least good, inside and outside of the classroom.</p> <p>To maintain the positive learning environments provided by the Trust for our pupils.</p> <p>Ensuring that all educational visits are undertaken according to good practice and in line with Trust policy.</p> <p>To use appropriate systems to analyze, review pupil data to inform both planning and teaching.</p> <p>To act as a Form Tutor, if required to do so and to carry out related duties in accordance with the general job description of a Form Tutor.</p> <p>To meet the Teachers' Standards as appropriate to your post and level of experience.</p> <p>To be responsible for promoting and safeguarding the welfare of children and for raising any concerns in line with Trust procedures. To complete all statutory training.</p> <p>To be responsible for promoting British values, including tolerance and for challenging any extremist views expressed by visitors, pupils or anybody else on the Wootton Academy Trust's sites and away from the sites on school trips and visits.</p> <p>Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.</p> <p>To be responsible for following health and safety requirements in line with Trust policy and procedures.</p> <p>Undertake further training as required for your areas of responsibility.</p> <p>Undertake any other duties of a similar level and responsibility as may be required</p> <p>The above will be reviewed in the light of the current review of School Teachers' Pay and Conditions of Service.</p>
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**Teacher of English**  
**Person Specification**

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<p>Qualified Teacher Status</p> <p>Graduate in English or a close related subject area</p>	
<b>Experience</b>	<p>An outstanding English Teacher with successful teaching experience covering ages 13-18 inclusive</p>	
<b>Knowledge &amp; Skills</b>	<p>Excellent subject knowledge</p> <p>Understanding of national curriculum requirements and public examination specifications</p> <p>Ability to contribute to the further development of Schemes of Learning at all Key Stages.</p> <p>Strong ICT skills with a clear understanding of the potential for ICT to support teaching and learning.</p> <p>The ability to work collaboratively with others as part of a team.</p> <p>Excellent interpersonal, communication and behavioural management skills.</p> <p>Organised with effective planning and time management skills.</p>	
<b>Personal competencies and qualities</b>	<p>Possess personal warmth and be able to gain the confidence of pupils and parents, demonstrating the ability to create a positive rapport with pupils and a safe environment within which the pupil can flourish;</p> <p>Possess a positive attitude and approach to change and development</p> <p>Flexible to meet the needs of Wootton Academy Trust</p> <p>Commitment to continuous professional development</p>	<p>Willingness to play a full part in the department and Trust's extra-curricular activities</p>