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| Untitled-1***HCS%20crest*Hull Collegiate School**Second in English |

 **JOB DESCRIPTION**

**Responsible to:** The Head of English and the Headmistress

**Curriculum**

* To teach English to pupils across the 11-18 age range and demonstrate excellent subject knowledge
* To ensure effective curriculum coverage, using appropriate teaching and learning methods
* To prepare lessons thoroughly and review the content, presentation and relevance of these in consultation with the Head of English
* To monitor and evaluate the progress of pupils’ learning in the subject
* To follow school departmental policies for the assessing, recording and reporting of pupil achievement using these to set achievable targets for further improvement in the subject across the range of abilities
* To create and maintain a stimulating learning environment for the learning of English and to have a significant input into the development of English teaching in the school.
* To ensure levels of discipline conducive to learning
* To work as part of a team in the teaching organisation and administration of the department

**Administration**

* Ensuring that appropriate and accurate records are kept
* Assistance with all departmental records, pupil assessment schemes, examination entries. Making these records available to the Deputy Headteacher (Learning and Teaching), Head of English and others as appropriate
* Responsibility, along with other department members, for rooms and equipment and for compliance with all Health and Safety regulations
* Liaison with other members of department in matters of organisation, administration and logistics

**Extra-Curricular**

* Teach, lead and inspire young people; to be a good practitioner both inside and outside the classroom
* Assist with development of strong links with other United Learning schools/academies
* Help with school trips and tours
* To look for opportunities to initiate or assist the school in its provision of extra- curricular activities

******HULL COLLEGIATE SCHOOL**

**PERSON SPECIFICATION – TEACHER OF ENGLISH**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **MEASUREMENT** |
| **Qualifications and Training** |  |  |  |
| * Degree in English
 | X |  | Application Form |
| * QTS
 |  | X | Application Form |
| * Evidence of commitment to personal and professional development
 | X |  | Application Form and References |
| * Sound knowledge of English curriculum development in KS3-5
 | X |  | Application Form |
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| **Experience** |  |  |  |
| * Excellent classroom practitioner
 | X |  | Application Form and References |
| * I.W.B. experience
 |  | X | Application Form |
| * Experience of extra-curricular English activities
 |  | X | Application Form and References |
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| **Knowledge** |  |  |  |
| * Awareness of theory and practice of raising achievement in teaching and learning
 |  | X | Application Form and Interview |
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| **Skills and Attributes** |  |  |  |
| * High levels of personal and professional integrity
 | X |  | Application Form and References |
| * High levels of organisational and self-management skills
 | X |  | References and Interview |
| * Ability to develop effective professional relationships with pupils and staff
 | X |  | References and Interview |
| * Personal impact and presence to inspire respect and confidence in pupils, colleagues and parents
 | X |  | Interview  |
| * Good communication skills, both written and spoken
 | X |  | Application Form and Interview |
| * Ability to confront and resolve difficult decisions
 | X |  | Interview |
| * Appropriate awareness of health and safety in relation to subject
 | X |  | Interview |
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| **Commitment and other requirements** |  |  |  |
| * Commitment to academic excellence
 | X |  | References |
| * Commitment to the school ethos of respect and service
 | X |  | Interview |
| * Self-motivation and willingness to accept responsibility
 | X |  | Interview |
| * Commitment to the safety and welfare of children and young people
 | X |  | Interview |
| * Willingness to get involved in wider extra-curricular activities
 | X |  | Interview |
| * Willingness to contribute to PSHCE programme/form tutor role
 | X |  | Interview |
| * Commitment to promoting the department and school at Open Days and Information Evenings
 | X |  | Interview |