

JOB TITLE - Key Stage 3-5 English Teacher

Job Description

JOB PURPOSE

Key Stage 3-5 English Teacher:

- To ensure documented lesson plans are delivered to meet the outcomes as set out in the relevant Focus Learning Trust (FLT) English Language and Literature curriculum and the relevant GCSE and A Level Examination Board specifications
- The role is central to the efficient and effective teaching of English Language and Literature, using the 50:50 model to inspire and enthuse all students to achieve at the highest levels whilst supporting the development of all learners
- To equip students with the transferable skills of time management, research, IT and problem solving
- The candidate will need to be willing to undertake other teaching responsibilities such as, but not limited to, LAMDA, Citizenship, PSHE or ASDAN as required.

DUTIES

The key duties include but are not limited to the following:

SPECIFIC DUTIES

- To plan, implement and monitor schemes of work, lesson plans and student Self Directed Learning assignments for subject. Each lesson plan is to indicate which outcomes will be addressed in the lesson and what resources will be used, in line with the FLT subject curriculum
- Be familiar with all relevant Examination Board syllabus documents and the FLT subject curriculum and ensure that they are followed and complied with
- To ensure the Self Directed Learning philosophy of the school is present in the opportunities presented to the students
- To develop and fully utilise assignments and tasks centred on the school virtual learning environment (Canvas) including homework, quizzes and discussion forums
- In conjunction with the head teacher and Campus Administrator Team, ensure that lesson plans are tailored to accommodate students with an individual learning plan (ILP) and ensure that the lesson plan delivers what the ILP requires, primarily through differentiation
- Use a wide range of resources and extracurricular activities to provide students with a broad range of activities and experiences in keeping with the School's guidelines
- To set targets, based on prior attainments, and undertake effective, informative marking which will extend and develop all students
- To keep appropriate records of progress and attainment of students for use in planning and for reporting accordingly to parents
- Develop and maintain links with students, parents, colleagues, line manager, head teacher and FLT subject curriculum leader
- Working in conjunction with line manager and head teacher to ensure best possible potential outcome for each individual student
- To keep order and control in the classroom and learning centre in line with the Focus behaviour policy and ensure students are provided with a well-rounded education in a safe and happy, supportive environment.



JOB DESCRIPTION & PERSON SPECIFICATION CONTINUED

GENERAL DUTIES

- To perform such other duties as may be requested from time to time, commensurate with the role
- Uphold and promulgate the Focus ethos within all areas of responsibility
- Contribute to, share in and promote the wider and longer term vision of FLT and OneSchool
- To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the FLT Equal Opportunity Policy
- Comply with and support the implementation of all School and FLT policies
- To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
- To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same.

PERSONAL DUTIES

- To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
- Ensure high standards are maintained, progressed and promoted in all areas of work
- To undertake appropriate continuous professional development; attend training at National Support Office based in Warwick; and positively participate in the appraisal of own performance
- Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
- Attend all relevant staff meetings, consultations and school events with a clear and professional sense of purpose.

SAFEGUARDING

Focus Learning Trust and its affiliated schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The post is subject to an enhanced DBS check with appropriate Barred List checks, or the equivalent enhanced criminal records check.

REPORTING TO

- Reporting to the head teacher via your line manager
- No direct reports or ongoing supervision to others

SUPPORT FOR THE ROLE

The role is supported by the Head Teacher, an allocated line manager and the FLT subject curriculum leader.

Regional Principals provide assistance in areas such as curriculum, SDL, SEND, performance management, CPD, data, pedagogy, and to support progress, promote consistency and share good practice between schools.

Focus Learning Trust provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.

ISSUED BY

Focus Learning Trust



JOB DESCRIPTION & PERSON SPECIFICATION CONTINUED

Issue date: August 2018

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Person Specification

Specification	Essential	Desirable
Experience and Knowledge	<ul style="list-style-type: none"> Recent experience of teaching English to KS3-5 Knowledge of GCSE and A Level English Language and Literature exam specifications Use of Digital technology 	STEM experience would be helpful.
Education and Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status Degree A Level English Language and Literature 	
Skills and Abilities	<ul style="list-style-type: none"> Good communication skills written and verbal Good organisational skills Good behaviour management skills A positive role model of professional practice and conduct of others 	Familiarity with the use of a Virtual Learning Environment
Training	<ul style="list-style-type: none"> Evidence of continuous INSET and professional development Willingness to undertake relevant training and identify own development needs Committed to ongoing CPD and Professional development 	
Attributes and Attitudes	<ul style="list-style-type: none"> Able to inspire and enthuse all students to achieve their individual potential Flexible approach and positive attitude towards work Punctual and reliable Good team player Ability to adapt to changes in the workplace 	
Equality, diversity and inclusion	<ul style="list-style-type: none"> Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application 	
Safeguarding	<ul style="list-style-type: none"> Knowledge, understanding and commitment to safeguarding and promoting the welfare of students Ability to form and maintain appropriate relationships and personal boundaries with students 	

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

Focus Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.

