**Job Description**

|  |
| --- |
| Establishment: **Arnold Hill Academy** |
| Post Title: **Teacher of English – Temporary until August 2020** |
| Grade/Pay Range: **Main Scale** |
| Hours/weeks: **Full Time** |
| Reporting to: **Head of Faculty** |
| Department/Team: **English** |

|  |
| --- |
| **Overall Purpose of Post**  This role is for a temporary Teacher within our English faculty. The ideal candidate will be able to operate within a dynamic and forward thinking team who are focused on developing exciting and engaging learning experiences for students across the 11-18 age range.  **Applicable Contract Terms and Duties**  This job description is to be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder’s title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the ‘Burgundy Book’) and to locally agreed conditions of employment to the extent that they are incorporated in the post holder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school.  **Relationships**  The post holder is responsible to the Head Teacher in all matters, and to the Head of Faculty in respect of curricular matters and the Head of Year in pastoral matters.  The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.  **Particular Responsibilities**  The following are the principal duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability.  ***Planning, teaching and class management***   * provide clear structures for lessons maintaining pace, motivation and challenge; * make effective use of assessment and ensure coverage of programmes of study; * ensure effective teaching and best use of available time; * monitor and intervene  to ensure sound learning and discipline * use a variety of teaching methods to:   + *match approach to content, structure information, present a set of key ideas and use appropriate vocabulary*   + *use effective questioning, listen carefully to pupils, give attention to errors and misconceptions*   + *select appropriate learning resources and develop study skills through library, I.C.T. and other sources;* * ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; * evaluate their own teaching critically to improve effectiveness; * take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy; * encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively; * use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning; * manage parents and other adults in the classroom.   ***Monitoring, assessment, recording, reporting***   * assess how well learning objectives have been achieved and use them to improve specific aspects of teaching; * mark and monitor pupils' work and set targets for progress; * assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving; * prepare and present informative reports to parents.     ***Other professional requirements***   * have a working knowledge of teachers' professional duties and legal liabilities; * operate at all times within the stated policies and practices of the school; * establish effective working relationships and set a good example through their presentation and personal and professional conduct; * endeavour to give every child the opportunity to reach their potential and meet high expectations; * contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school; * take responsibility for their own professional development and duties in relation to school policies and practices; * liaise effectively with parents and governors.   **Other duties**  Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.  The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:  **General**   * Work in a professional manner and with integrity and maintain confidentiality of records and information. * Maintain up to date knowledge in line with national changes and legislation as appropriate to the role. * Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding. * Participate in the Trust Appraisal process and undertake professional development as required. * Adhere to all internal and external deadlines. * Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role. * These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.   **Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.** |
| Name of Postholder: |
| Signature: |
| Date: |

**Person Specification – Teacher of English**

|  |  |  |
| --- | --- | --- |
| *Attributes* | Essential | Desirable |
| *Qualifications &*  *Training* | * Degree in English or a related subject * DfE recognised teaching qualification such as a PGCE or equivalent | * Recent and relevant experience of   teaching English to post-16 students. |
| *Professional*  *Knowledge* | * Knowledge of the Secondary Curriculum * A working knowledge of ICT in a classroom environment | * Knowledge of recent initiatives and issues in education * Using ICT as a curriculum tool to improve standards |
| *Teaching Skills* | * The ability to inspire, motivate and challenge students * The ability to plan and teach well-structured lessons which achieve outcomes which are at least good and are often outstanding * The ability to meet targets for the students in your assigned classes * The ability to work closely with a team of teaching colleagues in your department to prepare, resource and teach your subject * The ability to communicate effectively with students, parents and colleagues showing respect for others and professionalism at all   times   * The ability to adapt teaching to respond to the strengths and needs of all students |  |
| *Professional*  *Attributes* | * Positive values, attitudes and high standards of behaviour in a professional role * A genuine commitment to high quality teaching * A commitment to equal opportunities and inclusion |  |
| *Personal Skills* | * A willingness to continually develop as a professional * An open-minded attitude, willing to try new ideas and strategies | * A willingness to contribute regularly to our extensive extra-curricular activities programme |
| *Notes* | This post is available to all applicants who meet the criteria, including newly qualified teachers. Specific details concerning the post will be discussed with all shortlisted candidates. | |