**Job Description**

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| **Job Description** Teacher of English  **Grade:** MPS/UPS | |
| **Responsible to**  **Responsible for** | The Curriculum Leader and SLT Link  Delivering high quality teaching and learning so students make at least good progress from their starting points. |
| **Core purpose** | * To be accountable, for the highest standards of pupil attainment and achievement within the department, monitoring and evaluating pupil progress, intervention and setting targets for improvement. * Ensure that the aims, policies, plans and targets of the school are implemented and developed through the curriculum and by the departmental team. * Undertake a particular area(s) of responsibility within the department for example KS3, Quality Assurance, Intervention etc. (UPS staff). * To undertake any other responsibilities commensurate with the scale and responsibility of the post as directed by the Head teacher. * To attend, contribute to and report back on network meetings as directed by the Curriculum Leader. * To ensure high standards of professional appearance in line with the school’s dress code. * To have commitment to safeguarding and promoting the well- being of all children in line with school policy and national guidelines. |
| **Key Responsibilities** | |
| **Curriculum & Standards** | * To deliver the curriculum throughout the age and ability range as detailed in the appropriate departmental schemes of work. * To prepare lessons thoroughly, provide high standards of teaching and learning and keep appropriate records. * To ensure effective provision for all pupils including those with Special Educational Needs. * To help prepare schemes of work and curriculum resources as part of the departmental team. * To help implement new curriculum initiatives as part of the departmental team. * To set homework in line with departmental and school policy. * To encourage and facilitate involvement in the school’s extra-curricular and enrichment programmes and out of hours study sessions such as Boosters or Coursework Catch-up. |
| **Teaching & Learning** | * To be an effective role model in the classroom by setting high standards of teaching and learning. * To develop and maintain a bright and stimulating learning environment. * To be responsible for initial disciplinary problems within the classroom. * To contribute to the departmental improvement plan. * To supervise the work of support staff in the classroom. * To carry out supervisory duties as appropriate. |
| **Quality Assurance & Accountability** | * Contribute to stakeholder engagement and communication with parents, carers and families. * To mark and assess work in line with departmental and school policy. * To monitor the progress and attainment of pupils in line with departmental and school policy. |
| **Duties** | Where appropriate, to fulfil those duties as outlined in the job description for a form tutor.  The Teachers’ Pay and Conditions Document and the Teaching Standards Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |

**Person Specification**

**Post**: Teacher of English **Salary scale**: MPS

**Note to Applicants:**

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **Evidence** column shows how the School will obtain the necessary information about you. The evidence will be the Application form (A), Letter (L), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used

|  | **Essential** | **Evidence** |
| --- | --- | --- |
| Training, Qualifications and Experience | * Qualified Teacher Status * had experience of teaching across the age and ability range | A  A, L, I |
| **Personal Qualities** | * able to work collaboratively with colleagues * able to develop constructive relationships with students * able to develop a positive ethos within the teaching area * able to communicate effectively with students, parents and colleagues * a high level of resilience | A, L, I  A, L, I  A, L, I  A, L, I  A, L, I |
| **Teaching and Learning** | * be a successful classroom teacher with sound management of student discipline * be able to match the curriculum to the needs of individual students * have experience of a variety of teaching and learning styles | A, L, I  A, L, I  A, L, I |
| **Curriculum** | * a sound knowledge and understanding his/her subject * experience of providing strategies for students with SEN * experience of assessing, recording and reporting on students’ work * a clear commitment to equal opportunities | A, L  A, L  A, L  A, L |