

**Post: Teacher of English**  
**Responsible to: Head of Department**

## **REQUIREMENTS**

### **Education and experience**

- Experience working in an SEN setting
- Evidence of improving literacy within in an educational setting

### **Qualifications**

- A relevant degree
- Qualified teacher status
- Experience teaching Cambridge International IGCSE or Eduqas GCSE (desirable or willing to complete)
- Level 5 dyslexia qualification (desirable or willing to complete)
- Level 3 autism qualification (desirable or willing to complete)

### **Knowledge**

- Belief, commitment and ability to inspire and implement actions to foster the achievement of all pupils.
- Commitment to high standards, best value and continuous improvement
- A “can-do” approach and positive attitude to innovation and change
- Good knowledge of recent developments in teaching and learning
- Broad knowledge of the curriculum
- Adaptability to changing circumstances and new ideas
- Knowledge and understanding of data and its use in raising achievement
- Excellent empathy and rapport with pupils in an SEN school context
- Hardworking
- Excellent ability to explain things clearly
- Able to promote high expectations
- Excellent behaviour management skills
- Excellent organisation skills
- Self-motivated to gain the best out of the pupils
- Effective organisation, communication and administration skills
- Ability to effectively promote staff well-being and promote high morale.
- Able to work well as part of a team.
- Inspire confidence in pupils so that they can succeed and achieve their personal best
- Excellent communication and presentation skills, both written and oral
- Personal impact and presence
- Excellent team player
- Ability to prioritise and manage own time effectively

**Purpose:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher and form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of achievement and maximising student attainment  
To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
- To be committed to the safeguarding of children

**Main Core Duties:**

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department
- To contribute to the Department's improvement plan and its implementation
- To contribute to the whole school's planning activities
- To contribute to the Department process of self review, evaluation and improvement planning activities

**Teaching:**

- To teach students according to their educational needs, including the setting and marking of work
- To use teaching strategies which will engage and challenge students appropriate to their needs and the demands of the syllabus
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, literacy, numeracy, cross-curricular aspects and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To maintain good order, discipline and respect for others; to promote understanding of the school's rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework; to safeguard health and safety and to develop relationships with and between students conducive to optimum learning
- To undertake assessment of students as requested by external examination bodies, faculty and school procedures
- To mark, grade and give written, verbal and diagnostic feedback to students of individual work and group work they have undertaken

**Curriculum Provision:**

- To assist the Head of Department in order to ensure that the curriculum area provides a range of teaching and learning which complements the school's strategic objectives

**Curriculum Development:**

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's strategic commitment, purpose and intent

**Staff Development:**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the appraisal review process
- To ensure the effective/efficient deployment of classroom support

**Communications:**

- To communicate effectively with the parents of students as appropriate
- To communicate and cooperate with persons or bodies outside the school, where appropriate
- To follow agreed policies for communications in the school
- To attend meetings in accordance with the school's policy

**Marketing and Liaison:**

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

**Management of Resources:**

- To contribute to the process of ordering and allocation of equipment and materials
- To assist the Head of Department with the identification of resource needs and to contribute to the efficient and effective use of resources
- To cooperate with other staff to ensure a sharing and effective usage of resources for the benefit of the school, Department and the students
- To coordinate and manage the work of other staff, such as support staff, participating in the teacher designated lessons

**Pastoral System:**

- To be a form tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the form tutor group as a whole
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To contribute to the preparation of action plans, progress files, individual education plans and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate, as appropriate, with the parent of students regarding performance and behaviour
- To deliver PSHE lessons as directed
- To apply the behaviour management procedures so that effective learning can take place

**Other specific duties:**

- To play a full part in the life of the school, community, to support its strategic commitment, purpose and intent and to encourage staff and students to follow this example
- To promote actively the school's policies
- To continue personal, professional development
- To actively engage in the school's appraisal processes
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To attend meetings as determined and directed
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed