

### **Job Description**

<b>Job Title:</b>	<b>Teacher of English</b>
<b>Location:</b>	<b>Kingsley Academy</b>
<b>Hours of work:</b>	<b>Full time</b>
<b>Reports to:</b>	<b>Director of Faculty/2ic of Dept</b>

### **Purpose of the Role:**

To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Headteacher, Subject Leader or Director of Faculty.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

### **Responsibilities:**

- carry out their role as a tutor
- teach according to agreed syllabi and programmes of study, using the support and guidance from the appropriate Director of Faculty/2ic of Dept
- set homework according to the agreed homework timetable
- plan schemes of work and individual lessons and to keep relevant records
- mark students' work according to the subject team and whole school assessment policy and to record marks and comments in relevant records
- record pupil attendance at lessons
- implement whole school policies – these will include policies on Equalities, SEN and EAL
- to ensure Health and Safety Policy is adhered to in all aspects of their work
- implement whole school policies for school improvement as outlined in the School Action Plan and School Improvement Plan etc
- undertake continuing personal professional development
- participate in arrangements for Performance Management
- be a visible presence in the team area on a day to day basis at all times generating an atmosphere in which there are high expectations about behaviour and attitude through an appropriate personal professional demeanour
- implement whole school policies, daily and weekly routines
- prepare displays and documentation for school events
- support the administrative structures of the school and all data systems – meeting deadlines for data collection
- maintain the classroom ensuring that it is an attractive and stimulating learning environment
- support the ethos of the school which is based on the positive concepts of encouragement, success and achievement – this work involves all interactions with students, parents, staff and the local community
- contribute to the extra curricular life of the school and to be in attendance at school functions
- contribute to additional duties as are deemed necessary.

### **Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## Person Specification

**Job Title: Teacher of English**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>Degree in English Language or Literature or a related discipline</li> <li>QTS</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>experience of working within secondary sector KS3 - 4</li> <li>sound classroom management skills</li> <li>ability to work as part of a team</li> <li>ability to work with a range of colleagues</li> <li>excellent knowledge of subject area</li> <li>evidence of good outcomes</li> <li>creative and engaging teaching style</li> <li>commitment to raising standards of achievement and to achieving school targets</li> <li>willingness to provide extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>experience of working in multi-ethnic school</li> <li>experience of working within the secondary sector at KS5</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>willingness to attend events organised for students and parents</li> <li>willingness to contribute to additional duties i.e. lunch duty</li> <li>commitment and ability to meet deadlines</li> <li>commitment to CPD</li> <li>flexibility</li> <li>organisation</li> <li>energy</li> <li>Determination</li> </ul>	

		<ul style="list-style-type: none"> <li>Teach core subject from KS3-5</li> </ul>	
<b>Personal Characteristics</b>	Values	<ul style="list-style-type: none"> <li>Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>Be unusually brave</li> <li>Discover what's possible</li> <li>Push the limits</li> <li>Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>Right to work in the UK</li> <li>Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>