

JOB DESCRIPTION

ENGLISH TEACHER

Maternity Cover – 6 Months Fixed Term (possibility of longer)

Salary Scale – MPS

Reporting to the Faculty Leader of English

Knowledge and understanding

- Have a secure knowledge and understanding of English/English Literature (relating to degree level).
- Have a detailed knowledge of the relevant aspects of the students' National Curriculum and other statutory requirements.
- Understand progression in their specialist subject(s).
- Cope securely with subject-related questions which students raise and know about students' common misconceptions and mistakes in their specialist subject(s).
- Have significant ICT skills.

Planning and Setting Expectations

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught.
- Set appropriate and demanding expectations for students' learning and motivation. Set clear targets for students' learning, building on prior attainment.
- Identify students who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records as appropriate.
- Devise and create schemes of work with accompanying lessons, enabling Faculty staff to use created resources to supplement teaching.

Teaching and Managing Student Learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time.
- Set high expectations for students' behaviour, establishing and maintain a good standard of discipline through well focused teaching and through positive and productive relationships.
- Use teaching methods which keep students engaged, including devising differentiated approaches, stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.

Assessment and Evaluation

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor students' class and homework providing constructive oral and written feedback, setting targets for students' progress.
- When applicable, understand the demands expected of students in relation to the National Curriculum, Key Stage 3 and 4 and GCSE courses.
- Ensure student academic data is entered into school systems when required.

Relations with Parents and Wider Community
Know how to prepare and present informative reports to parents.
Recognise that learning takes place outside the school context and provide opportunities to develop students' understanding by relating their learning to real and work related situations.
Liaise with agencies responsible for students' welfare in accordance with school policy.
Managing Own Performance and Development
Take responsibility for own professional development and keep up to date with relevant research and developments.
Understand and execute professional responsibilities in relation to school policies and practices.
Set a good example to students by personal conduct and presentation.
Evaluate own teaching critically and use this to improve effectiveness within the schools self-review programme.
Participate in NQT or School Appraisal process
Managing and Developing Staff and Other Adults
Establish effective working relationships with all colleagues.
Managing Resources
Select and make good use of all learning resources which enable teaching and learning objectives to be met.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

PERSON SPECIFICATION

ENGLISH TEACHER

We shall be looking for applicants who can fulfil the following criteria:

Essential	Desirable	How Assessed
Qualifications and Knowledge		
<ul style="list-style-type: none"> • Degree and Qualified Teacher Status • An excellent knowledge of relevant curriculum areas at KS3-4 including an understanding of assessment, monitoring and how students make progress • Commitment to further professional development • Post holder will require an enhanced DBS 	<ul style="list-style-type: none"> • Broad knowledge of current educational issues • Experience of teaching Post 16 • Understanding of new National Curriculum 	Application form Interview Certificates
Skills		
<ul style="list-style-type: none"> • Ability to apply knowledge and understanding of the characteristics of high quality teaching • Willingness to adopt new strategies for improving and sustaining a high quality of teaching, learning and achievement • Knowledge and experience of using a wide range of media to aid teaching and learning • Effective communication skills and the ability to relate to people at all levels • An ability to learn from example 	<ul style="list-style-type: none"> • Work in ways that promote equality of opportunity, participation, diversity and responsibility 	Application form Interview
Knowledge and Understanding		
<ul style="list-style-type: none"> • Ambitions for self and students • An effective communicator • The ability to meet deadlines • The ability to build working partnerships with parents and outside agencies • A commitment to abide by and promote all school policies • Self-motivated and well organised 	<ul style="list-style-type: none"> • Excellent interpersonal skills • An interest and commitment to the whole school community 	Interview