



## JOB PROFILE

POST TITLE:	Teacher of English
JOB PURPOSE	To ensure the effective teaching of English so that students can develop skills and knowledge.
GRADE:	MPS/UPS
RESPONSIBLE TO:	Head of English

### MAIN DUTIES AND RESPONSIBILITIES

The Teacher of English is responsible for contributing to the teaching of English to students of all abilities in Years 7 - 13.

The fluid nature of the development of the Academy will mean that changes are inevitable. The duties will be reviewed annually as part of the Performance Management Review.

#### Curriculum

The Teacher of English will be required to:

- Ensure that the aims of the English curriculum, the knowledge, skills and attitude to be imparted to students through the department are in keeping with the intent of the Academy.
- Work with colleagues on the development and delivery of courses, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements appropriate to the delivery of Personal Development within the context of the National Curriculum and prescribed examination courses. (GCSE & A Level)
- Ensure that the classroom is a safe and stimulating environment for students to learn with an appropriate range of resources and display.
- Plan and prepare courses and lessons.
- Set and mark the work of students.
- Assess record and report on student progress, and on the personal and social needs of students.
- Promote the progress and wellbeing of individuals and classes.
- Ensure that students with special needs, gifted or less able, are catered for appropriately; to liaise, and work, with the Academy SENCO and LSAs on students with learning difficulties.

- Play an active part in ensuring that all students are working to their potential and achieving improved standards.
- Keep abreast of curriculum developments affecting the department and be prepared to discuss matters affecting the curriculum as a whole.
- Provide guidance on educational and social matters.
- Participate in all arrangements for public examinations.
- Review from time to time methods of teaching and programmes of work.
- Communicate and consult with parents of students.
- Communicate with appropriate persons or bodies outside the Academy.
- Participate in meetings arranged for any of the purposes above.
- Provide or contribute to oral and written assessments, reports and references for students.
- Participate in statutory arrangements for appraisal.
- Participate in arrangements for training and professional development.
- Participate in meetings at the Academy which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements.
- Provide cover as required, teaching any students whose teacher is not available to teach them.
- Ensure that Health and Safety issues are properly understood and procedures followed.
- Ensure that all safeguarding policies and procedures are adhered to.

## **Staff**

The Teacher of English will be required to:

- Co-operate with colleagues and the Head of Department on all professional matters.
- Support the induction of NQTs as required and support the training of student teachers when they have been accepted into the Department and support colleagues new to the Academy.
- Support supply teachers and teachers doing cover by assisting to ensure that suitable material is available for lessons when members of the department are absent.

## Communication and meetings

The Teacher of English will be required to:

- Attend and contribute to appropriate meetings for the team.
- Support effective communication by forwarding topics / issues for consideration at meetings and any relevant documentation or memos to the Head of the Department.

## Finance

The Teacher of English will be required to:

- Observe budgetary control measures, contribute to monitoring expenditure as required, and make effective use of available resources.
- Contribute to the maintenance of effective resources for learning - textbooks, student materials, equipment, and rooms.

## Academy specialisms

The Teacher of English will be required to:

- Demonstrate a commitment to the specialisms of the Academy.

Note: The duties required of all teachers under Pay and Conditions of Service Legislation are a necessary part of this description.

## General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

## Trust

All Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.

- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

**PERSON SPECIFICATION**

	Essential	Desirable
<b>Qualifications and Experience</b>		
Qualified Teacher status	Y	
Degree in English	Y	
Evidence of continuing professional development	Y	
Post Graduate qualification e.g. MA.		Y
<b>Experience</b>		
Previous experience of teaching English across the age and ability range to include GCSE and A level	Y	
The experience of supporting students of differing abilities and backgrounds	Y	
Experience of the OFSTED inspection process		Y
<b>Knowledge and Skills</b>		
An outstanding teacher	Y	
A good understanding of secondary practice	Y	
A competent user of ICT	Y	
A good understanding of how children learn and can actively promote and support developments in teaching and learning	Y	
Have high expectations of student achievement and behaviour	Y	
A thorough knowledge of and enthusiasm for English	Y	
Demonstrates success	Y	
An ability to promote strong links with parents and the wider community	Y	
An ability to encourage and motivate and enable students	Y	
An ability to communicate clearly to a number of different audiences	Y	
An ability to be an active team member, to achieve the department's, and Academy's, vision	Y	
A willingness to develop knowledge and skills to prepare for further promotion		Y
<b>Professional Characteristics</b>		
Enthusiasm	Y	
The drive to make a difference	Y	
Sense of humour	Y	
Good interpersonal skills	Y	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_