

# Job Description:



**QUEST TRUST**  
Supporting Young People from  
Early Years to Employment

# Teacher of English

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<b>JOB DESCRIPTION:</b>	Teacher of English
<b>RESPONSIBLE TO:</b>	Headteacher / Subject Lead
<b>JOB PURPOSE:</b>	<p>As an English Teacher at UCS Bolton, a school within the QUEST (A Church of England Schools Trust) MAT, you will play a crucial role in delivering high-quality English education to pupils across Key Stage 3, Key Stage 4, and the Sixth Form. Your primary focus will be to inspire a love of learning, promote intellectual curiosity, and ensure excellent progress and outcomes for all pupils. You will contribute to the strategic direction and development of English within the school, while also supporting the wider life and ethos of the Trust. By providing personalised learning opportunities, you will support the progress and attainment of all pupils, helping them to develop a deep understanding and appreciation for the subject. Your dedication to fostering independent research and offering individual support will be essential in empowering our pupils to reach their full potential.</p> <p>You will teach in accordance with the ethos, organisation and policies of the QUEST as a fully committed member of the Trust teaching team and as detailed in the specific duties below.</p> <p>As an employee within QUEST, staff may be required to work at any school within the group where their specialism can add value.</p>
<b>LIAISING WITH:</b>	Headteacher, DCEO, Senior Leadership Teams, teachers, support staff, parents/carers, LA representatives, external agencies and members of the community
<b>SALARY SCALE:</b>	Mainscale to UPR 3 (subject to experience and proven track record)
<b>DBS DISCLOSURE LEVEL</b>	Enhanced

## Professional Responsibilities

### School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

## **Key Responsibilities**

### **Strategic Direction and Development**

- Work with colleagues to develop and implement policies and practices for the subject which reflect the Trust's commitment to high achievement, whereby students are inspired to reach their potential and staff aspire to continuously develop and raise standards, setting stretching targets for students and staff
- Working closely with the Headteacher and the subject team to establish a clear, shared understanding across the Department of the importance of high-quality teaching that engages students and enables them to aspire to and achieve stretching goals
- Work with the subject team to develop and embed a KS3-KS5 curriculum that challenges all and prepares learners for their next steps.
- Analyse data, ensuring effective progressive plans are in place for individual and group of students
- Ensure data analysis results in effective action plans that are well communicated and understood, monitored and evaluated, resulting in appropriate outcomes.

### **Teaching and Learning**

- Ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs
- Plan and deliver well-structured, engaging English lessons that follow the school's curriculum and schemes of work
- Assess, monitor, record, and report on the learning needs, progress, and achievements of assigned pupils, making accurate and productive use of assessment
- Set high expectations that inspire, motivate, and challenge pupils to achieve excellence in English
- Promote exceptional progress and outcomes for all pupils in English
- Demonstrate excellent subject and curriculum knowledge in English
- Ensure teaching and learning is of a consistently high standard and that best practice is shared across the department
- Develop and implement appropriate teaching and learning methods to meet the needs of the subject and of different students, including the allocation of students to teaching groups
- Participate in arrangements for preparing pupils for external examinations and assessments
- Use clear policies and practices for assessing, recording and reporting on student achievement at an individual and group level, utilising this information to recognise achievement and to assist students in setting stretching targets
- Ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject
- Provide students with clear direction, expectations, guidance and support, constructive feedback and targets in relation to standards of student achievement and the quality of teaching; establish clear targets for student achievement, and evaluate progress and achievement in the subject by all students, including those with special educational and linguistic needs;

- Ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school
- Enable students to become independent learners who challenge themselves to enhance their skills beyond the curriculum and the classroom
- Establish a partnership with parents and carers to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets
- Develop effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop students' wider understanding.

### **Whole-school Organisation, Strategy, and Development**

- Contribute to the development, implementation, and evaluation of the Trust's English-related policies, practices, and procedures to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work collaboratively with colleagues and other relevant professionals to secure coordinated outcomes for pupils

### **Form Tutor Responsibilities**

- Complete the register accurately
- Monitor attendance and punctuality, including follow-up
- Monitor standards of dress and personal appearance and address any issues as they arise
- Escort groups to assembly and (normally) attend assembly
- Responsible for the co-ordination reports and other records
- Respond to disciplinary problems as required, referring serious misconduct to the Head of Key Stage as appropriate
- Share information from the Head of Key Stage to the tutor group in a prompt manner
- Encourage inter-form competitions and the participation of the tutor group in other school activities
- Be available to meet parents as appropriate
- Curriculum issues
  - activities supporting learning in tutor periods
  - knowledge of the tutorial programme
  - knowledge of the SEN students and their targets
  - target group members in your tutor group
- Be an effective coach and mentor to the students, enabling them to develop their life skills and succeed in all that they do within the school.

### **Professional Development**

QUEST (A Church of England Schools Trust) is committed to supporting the professional development of all its staff. As a Teacher of English , you will have access to a range of training and development

opportunities to enhance your subject knowledge, pedagogical skills, and leadership capabilities. This may include:

- Participation in subject-specific training and workshops
- Opportunities to observe and learn from experienced English teachers within the Trust
- Coaching and mentoring from senior leaders and subject specialists
- Participation in the Trust's PDR processes
- Encouragement to undertake further qualifications or accredited training
- By investing in your professional growth, the Trust aims to empower you to deliver exceptional English teaching and learning, while also supporting your career aspirations within the education sector.

### **Communication and Collaboration**

- Communicate effectively with pupils, parents, and carers to support pupil progress and wellbeing
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust's schools to develop effective professional relationships

### **Safeguarding**

The safety and wellbeing of our pupils is of paramount importance at QUEST (A Church of England Schools Trust). As a Teacher of English, you will be responsible for promoting the safety and welfare of all pupils in your care. This includes:

- Work in line with statutory safeguarding guidance and the Trust's safeguarding and child protection policies to promote the best interests and safety of all pupils
- Recognising and responding appropriately to signs of abuse, neglect, or other safeguarding concerns
- Participating in safeguarding training and updates to ensure your knowledge and understanding remain current
- Collaborating closely with the designated safeguarding lead (DSL) and other relevant professionals to share information and promote the best interests of pupils
- Maintaining accurate records and documentation related to safeguarding and child protection matters
- Upholding the highest standards of professional conduct to serve as a positive role model for pupils

By prioritising safeguarding in your day-to-day work, you will contribute to the Trust's commitment to creating a safe, nurturing, and supportive environment for all the children and young people in our care.

**Professional conduct**

To sign and uphold the Trust’s Code of Conduct and ensure confidentiality is maintained at all times. Maintaining a secure, healthy and risk-free environment for students, staff and visitors.

*The above has detailed the core aspects of teachers’ professional standards and the approved career stage expectations and it is expected that staff will support, collaborate and celebrate all aspects of school and Trust life, and work at all times to ensure excellence for all.*

*The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require*

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

**Name** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Person Specification:

# Teacher of English

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## Essential

### Qualifications

- Honours degree
- Qualified teacher status
- Willingness to continue to learn and develop
- Commitment to digital delivery of learning

### Knowledge and Understanding

- Excellent subject knowledge and understanding of the English curriculum, particularly at Key Stage 3, Key Stage 4, and Sixth Form levels
- Knowledge of school improvement and effectiveness strategies including processes for monitoring and evaluation of performance at a student and team level and strategies for raising standards.
- Processes and systems for quality assurance
- An understanding of the principles associated with managing and leading others
- Project planning and change management
- Strong assessment and data analysis skills to monitor and report on pupil progress
- Knowledge of current and potential future developments in relation to the national and local education scene
- Effective communication and interpersonal skills to build positive relationships with pupils, parents, and colleagues
- Ability to work collaboratively as part of a team, contributing to the development of the school and Trust
- Strong organisational and time management skills to manage competing priorities effectively

### Skills

- Confident and competent in the use of IT
- High level of communication skill, both written and oral, enabling the post holder to actively listen to and engage with others, overcoming barriers to understanding, dealing effectively with contentious and/or sensitive issues, dealing with difficult conversations with empathy and sensitivity, whilst asserting as appropriate
- High level of research skill; translating national and local changes into appropriate pathways and approaches, ensuring other stakeholders are involved and knowledge is shared
- Horizon scanning to enable a strategic view to be taken of potential future changes
- Ability to work independently within a team, focusing on achievement at an individual and a departmental level
- Emotional Intelligence to ensure staff and students perform at their best and thrive.

## **Experience**

- Proven track record as a subject, successful teacher
- Outstanding teaching and learning practitioner
- Experience of coaching and mentoring
- Experience of change management

## **Competencies and Personal Qualities**

- Leading and supervising (e.g. provides others with a clear direction; sets appropriate standards of behaviour that align to the vision and values and models these behaviours; motivates and empowers others; encourages innovation and agrees challenging goals)
- Believes in the limitless potential of people and strives for distinction and high achievement in everything they do; aspires to consistently perform at their best and inspires others to always do so
- Copes with pressure and setbacks (e.g. works productively in a pressurised environment; keeps emotions under control during difficult situations; maintains a positive outlook at work; is mindful of the levels of resilience within the team and manages and works to enhance those levels)
- Influencer (e.g. makes a strong positive personal impression on others; gains clear agreement and commitment from others; uses evidence and articulates a strong business case aligned to the school's vision and values)
- Clarity for personal work goals and objectives (e.g. accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks to set and achieve stretching goals; aspires to greater levels of performance and attainment for students, staff and self)
- Emotional intelligence
- Flexible and adaptable
- Mindful of achieving a balance for excellence for all
- Able to rigorously implement an idea to a sustainable conclusion

## **Performance Management and Professional Development**

- Embrace and actively take part in CPD, fulfilling obligations to maintain and continue professional development in line with the QUEST expectations.
- To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- To show your passion for life-long learning as the lead learner in your team
- Be an advocate for excellence and embrace positive change
- Disseminate information from professional development activities undertaken and ensure colleagues receive feedback from monitoring and evaluation activities.
- Actively engage with the annual performance management review process, in accordance with the Trust's policy and national guidance.

- Use the Trust's digital approach to capture and share your expertise and that of your team, for the benefit of your subject across all the Trust's schools.
- To be passionate, committed to improve your own abilities and those of others you interact with, either student or staff.
- Be the embodiment of our values in action and stay true to our core moral purpose, to unlock the potential of all.

Legally entitled to work in the UK

### **Desirable Skills/Qualifications**

- Leadership qualification(s)
- Management Qualifications
- Membership of appropriate professional bodies