



# Job Description

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**TITLE OF POST: English Teacher**

**RESPONSIBLE TO: Executive Headteacher/ Head of School**

**LINE MANAGER: Director of Learning; English**

**SALARY GRADE: Main/ Upper Scale, Part time**

**Fixed term contract**

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## JOB PURPOSE:

- To be an effective professional who demonstrates thorough curriculum knowledge, that he/she can teach and assess effectively, take responsibility for professional development and raise student achievement.

## CORE REQUIREMENTS

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students and colleagues.
- Build team commitment with colleagues and in the classroom engage and motivate students.
- Demonstrate analytical thinking to improve the quality of students' learning.
- Contribute to school improvement planning and promote the learning priorities of the SIP.
- Use Assessment for Learning strategies to provide feedback to learners and engage them in their learning.
- Contribute to the development and implementation of school policies.
- Use the performance management process to advance student learning and enhance professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- A commitment to safeguarding within a school setting.

## KEY RESPONSIBILITIES

### **Planning, Teaching and Class Management**

Teach allocated students up to and including GCSE (opportunities for KS5 for the right candidate), by planning their teaching to achieve progression of learning through:

- Understanding and applying effective classroom management.
- Understanding and applying a range of teaching strategies.
- Positively targeting and supporting individual learning needs.
- Maintaining high levels of behaviour and discipline.
- Effectively using homework and other extra-curricular learning opportunities.
- Demonstrating appropriate consistent progress for the majority of learners across all teaching areas, across all spectrums of background, ability and behaviour that compares favourably with students in similar settings.
- Effectively managing other adults in the classroom.

### **Monitoring, Assessment, Recording, Reporting**

- Use assessment data to evaluate learner's progress and set appropriate targets for improvement.
- Use assessment to inform planning and teaching and ensure students are working towards achieving their targets.
- Report on progress to all stakeholders.

### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Maintain an up to date knowledge of good practice in teaching techniques.
- Know subject(s) or specialism(s) to enable effective teaching; take account of wider curriculum developments.
- Undertake professional development to enhance teaching and students' learning.

## SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

*The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.*





# Person Specification

	Essential	Desirable
Qualified Teacher Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of continuous professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven ability as an excellent classroom teacher.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professional Knowledge of what constitutes high quality and standards in teaching and learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professional understanding of inclusion and strategies for engaging all learners.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professional understanding of safeguarding with in a school setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to write reports, keep accurate records and communicate effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effective organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work well with a range of audiences, including parents/carers and other professionals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to use a positive approach to promote learning and excellent behaviour	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confident and competent in the use of ICT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of curriculum and assessment of student progress	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of cross - curricular teaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resilience, the ability to work under pressure and be able to meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven ability to prioritise workloads	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work effectively and supportively within a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent communication and organisational skills (including written and oral skills)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to safeguarding and promoting the welfare of children and young people	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work creatively and collaboratively	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrably professional, honest and loyal	<input type="checkbox"/>	<input type="checkbox"/>

	Essential	Desirable
Ability to make and justify difficult decisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commitment to students and their learning, wellbeing and safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Committed to equality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to establish rapport and respectful and trusting relationships with children, their families and the wider community	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Able to build and maintain successful and purposeful relationships	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Passionate about teaching and learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Open -minded, self - evaluative and adaptable to changing circumstances and new ideas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Willingness to be involved in the wider life of the school	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bring personal interests and enthusiasms to the school community	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commitment to the school values	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commitment to own professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>