

# JOB DESCRIPTION

## Teacher of English

<b>REPORTS TO:</b>	Head of English
<b>PAYSCALE:</b>	Main to Upper Pay Scale
<b>LOCATION</b>	Epping St. John's Church of England School
<b>TERMS</b>	You will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.
<b>CONTRACT:</b>	Permanent, Full time – April 2026 Start

### PURPOSE OF THE JOB

- Teachers make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

### Liaison with:

- The post-holder is expected to interact with and lead colleagues on a professional level in order to promote a mutual understanding of the Academy's vision and values.
- The post-holder is expected to network and liaise with the Head of Faculty, Faculty Team, Teaching / Associate Staff, School Representative, External Agencies, Students and Parents within the Academy and across the BMA Trust.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

#### Oversight of

- Students' attainment, progress and outcomes.

## Specific Responsibilities:

- To teach and be responsible for the progress of your students across key stages, including GCSE and A-Level under the direction of the Head of Department
- To work with the Head of Department to plan, develop and improve the extra-curricular offering for the English Department.
- To adapt the curriculum to ensure the needs of all pupils in your classroom are met and pupils see the relevance in the curriculum content within your subject area
- To embed the knowledge gained from CPD to help improve quality of education in your subject.
- To ensure students in your classroom are provided with reading resources that link to your curriculum
- To provide feedback to all students in a timely manner to address gaps in knowledge
- To ensure the curriculum being taught in your classroom is challenging for all pupils and scaffold is provided where needed.
- To participate in the development of appropriate schemes of work, taking specific responsibilities in some areas.
- To ensure the curriculum is relevant and challenging for all pupils.
- To assess and report on students' attainment and progress in KS3, 4 & 5
- To monitor the progress of pupil's in your classes and implement intervention strategies where needed
- To ensure reading in English is prioritised to support the learning of all pupils
- To support the promotion of English as both a GCSE & A-Level option
- To embed SMSC, PSHE, Diversity and inclusivity curriculum strategies into your lesson planning and delivery.
- To be a form tutor to an assigned tutor group and to carry out related duties.
- To carry out a share of supervisory duties.
- Communicate effectively with parents regarding students' achievements and well-being.
- Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired.
- Have clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
- Have a clear understanding of the needs of all students, including those with special education needs, those of high ability, those with English as an additional language, those with disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them.
- To impart knowledge and develop understanding through effective use of lesson time.
- To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- Understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements

## Main Expectations of the role

- Being aware of students' capabilities, their prior knowledge, and plan teaching to build on these.
- Guide students to reflect on the progress they have made and their emerging needs.
- Demonstrate a clear understanding of appropriate teaching strategies.
- Demonstrate an awareness of the physical, social and intellectual development of children and know how to adapt teaching to support students' education at different stages of development.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Encourage students to take a responsible and conscientious attitude to their own work and study.
- Establish a safe and stimulating environment for students, rooted in mutual respect.
- Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Promote a love of learning and children's intellectual curiosity.
- Support strategies to promote high standards of behaviour.
- Manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them.

## Additional duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To develop a calm learning atmosphere by completing lunch duties each week as required by the Headteacher.
- To support student progress by completing one homework club session and/or one enrichment/booster session after school each week as required by the Headteacher.

## Other specific duties:

- To continue personal development as agreed and actively engage in the performance review process.
- To undertake any other duty as specified by the Headteacher not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

## Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected

to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

### **General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Teacher of English		Essential	Desirable
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>Qualified Teacher Status (QTS) in subject are relevant to the subject.</li> <li>Enhanced DBS and validated references.</li> <li>Eligibility to work in the UK.</li> <li>Evidence of further professional development relevant to the post</li> </ol>	✓ ✓ ✓	✓
<b>Experience</b>	<ol style="list-style-type: none"> <li>Proven track record of raising student attainment and achievement in English.</li> <li>Experience of leading, managing and supporting activities in a classroom environment.</li> <li>Experience of working with children and young people.</li> </ol>	✓ ✓ ✓	
<b>Skills and Knowledge</b>	<ol style="list-style-type: none"> <li>Knowledge of Ofsted's framework and experience in leading aspects of school improvement to achieve an 'Outstanding' rating.</li> <li>Good knowledge of Microsoft Office.</li> <li>Knowledge of curriculum.</li> <li>Understanding of assessment issues, including the practical use of data in planning and raising standards.</li> <li>Understanding of safeguarding requirements.</li> <li>Understanding of effective strategies to promote literacy across the school.</li> <li>Understanding the qualities of good teaching, effective learning and how these can be applied to raised student attainment.</li> <li>Ability to relate well to children and adults.</li> <li>Ability to work independently and manage workload.</li> <li>Ability to form and maintain appropriate relationships and demonstrate personal boundaries with children and young people.</li> <li>Attention to detail.</li> <li>Can maintain an actively promote high standards of student behaviour</li> <li>Discretion, tact and diplomacy.</li> <li>Good numeracy / Literacy / ICT skills.</li> <li>Work constructively as part of a team, follow instructions, understand roles and responsibilities.</li> </ol>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>Personal Attributes</b>	<ol style="list-style-type: none"> <li>Passionate about English education and committed to the highest standards of teaching and learning.</li> <li>A reflective practitioner with a willingness to embrace innovation and continuous improvement.</li> <li>Resilient, adaptable, and able to work under pressure in a fast-paced school environment.</li> <li>Strong organisational skills with the ability to manage multiple priorities effectively.</li> <li>A commitment to safeguarding and promoting the welfare of children and young people.</li> </ol>	✓ ✓ ✓ ✓ ✓	

