

Job description

Frances Bardsley Academy for Girls are part of the LIFE Education Trust, a group of schools that work together and have the same mission, to build great learning communities where children flourish.

We are looking for brilliant people to join the Frances Bardsley Academy and LIFE Education Trust who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Teacher of English (Maternity Cover)
Grade	MPR/UPR
Contract	Full Time, Maternity Cover
Reports to	Headteachers, SLT, Head of Department
Job Particulars	
	<ul style="list-style-type: none"> • To teach English across the 11 – 16 or 11 – 18 age range as required by the Head of Department • To participate in the development of appropriate syllabuses, materials and schemes of work. • To mark and assess students' work • To carry out the duties of a form tutor • To support the ethos of the school
Duties & Responsibilities	
	<p>Quality of Education</p> <ul style="list-style-type: none"> • To keep up to date and develop your subject knowledge • To ensure the delivery of lessons is in-line with the programmes of study and schemes of work in English • To ensure that homework is set and marked regularly • To prepare stimulating materials for teaching • To use a variety of teaching and learning methods and adaptive teaching to ensure all students have access to the curriculum • To set homework regularly in accordance with the school policy • To assess work and provide feedback as required by the Feedback and Feedforward policy • To record marks and assessment data in a way agreed by the department and in accordance with school policy • To ensure the academic progression and development of all students • To prepare individual student and group reports; analyse and report on summative data <p>Behaviour and Attitudes</p> <ul style="list-style-type: none"> • To consistently support and implement the whole school behaviour policy

	<p>Personal Development</p> <ul style="list-style-type: none"> • To ensure that students are motivated and enjoy English also providing extra-curricular opportunities • To support the co-ordination of events organised by the department, e.g., trips and visits, competitions etc. – ensuring that the necessary permissions and risk assessments are in place <p>Other</p> <ul style="list-style-type: none"> • To attend and contribute to departmental meetings • To keep a record of student attendance at lessons • To attend parents' evenings and options/open evenings • To ensure that statutory requirements, e.g. in relation to health and safety with regard to students' work • To demonstrate and encourage high levels of professionalism including in the accurate completion of the administration needs of the role and meeting all deadlines. • To take responsibility for the fabric and furnishing of your teaching area • To use resources effectively
Other Duties	
	<ul style="list-style-type: none"> • To undertake such other duties and responsibilities of an equivalent nature, as defined by line management from time to time, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms • To perform any other task deemed reasonable by the Headteachers

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Teacher of English – Maternity Cover)

Date: ___/___/___