Job Description

TITLE OF POST: English Teacher
RESPONSIBLE TO: Executive Headteacher/ Head of School
LINE MANAGER: Director of Learning; English
SALARY GRADE: Main/ Upper Scale - Fixed term contract

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.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

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

Signed: Post holder   Date:

Signed: Line manager   Date:

Signed: Executive Headteacher/Head of School   Date:

SIGMA TRUST

Person Specification

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

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