

Job description

Job title:	Teacher of English - Job Share
Grade:	MPS / UPS (dependent upon qualifications and experience)
Hours / weeks:	Part Time (2 Days a week - Monday & Friday)
Contract type:	Fixed Term 1 Year
Start date:	1st September 2026
Reports to:	Curriculum Lead - English

Job purpose

- To be responsible for delivering high quality teaching with the aim of helping students develop a broad base of skills through practical, investigational & theoretical work at both Key Stage 3 & 4.
- To contribute to the overall ethos, work and aims of the Academy.

Main responsibilities

- Develop, maintain and stimulate pupils' curiosity, interest and enjoyment in the specialist subject within English.
- Develop pupils' familiarity, competence and confidence within the subject.
- Provide challenges for every pupil and encourage all pupils to achieve their potential.
- Contribute and engage in extra-curricular subject-related activities.
- Share in departmental best practice.
- Willingness to invest extra time outside of a lesson to ensure students achieve the best standard at both Key Stage 3 and 4.

Teaching & learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and Academy marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly considering the learning needs of LDD pupils.
- Research new topic areas and maintain up-to-date subject knowledge.

- Undertake report writing and the award of internal grades as required.
- Carry out any reasonable subject-related duties assigned to them by their Head of Faculty.
- Attend department meetings and moderation meetings as requested by their Head of Faculty.
- Contribute to the Faculty's devising and writing of new subject materials when required.
- Make themselves familiar with the contents of their Faculty Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.
- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the Academy as required by the Head of Faculty or Deputy Headteacher, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.

Pastoral

- Ensure that they are familiar with the Academy's health and safety guidance and be responsible for their own health and safety and that of their pupils.
- Be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in the Academy, attend assemblies and supervise the pupils.

Other

- Support and foster the aims of the Academy.
- Make themselves familiar with the contents of the Staff Handbook, the Academy's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues as per the academy policy in line with reduced timetable as are allocated to them by their Head of Faculty or Senior Leaders, punctually and efficiently.
- Attend staff meetings, parents' evenings, INSET sessions and similar important functions both in and out of normal Academy hours, and participate in the main Open Day for prospective parents and pupils.
- Notify their Head of Faculty and the Deputy Headteacher as early as possible if they are going to be absent from the Academy and set rigorous, appropriate work and follow the Academy's policy for notifying.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Faculty and the Deputy Headteacher.
- Take part in the Academy's performance management scheme and appraisal.

The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.



Person specification

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
General	<ul style="list-style-type: none"> ● Polite and courteous ● Discretion, probity, honesty & integrity ● Reliable, punctual, diligent and well-organised ● Excellent verbal and written communication skills 	
Qualifications & training	<ul style="list-style-type: none"> ● Related subject degree from a recognised university ● Qualified teacher status with a Minimum 1 years' experience 	<ul style="list-style-type: none"> ● Master's or equivalent ● First Aid training
Relevant experience	<ul style="list-style-type: none"> ● Experience of working with young people in a mentoring or tutorial capacity ● Experience of working as part of a curriculum team to design and develop resources to support learning ● Proven record of developing schemes of work and of raising attainment 	<ul style="list-style-type: none"> ● G-Suite ● Previous experience in a multicultural setting
Knowledge, skills and abilities	<ul style="list-style-type: none"> ● Knowledge of a range of pedagogic approaches to cater for different learning styles, ensuring all students engage ● Up-to-date subject knowledge ● Can stretch the most able GCSE pupils ● Understanding of what constitutes effective teaching for learning ● The capacity to form positive learning-centred relationships with young people from a diverse range of backgrounds ● Strong organisational skills ● Inspiring colleagues to deliver the best teaching possible ● Excellent classroom practitioner 	
Personal qualities	<ul style="list-style-type: none"> ● Commitment to improving teaching and learning, and continued professional development ● Flexible approach and readiness to respond to individual pupil needs ● Ability to work well as part of a team, to build trust and openness and be prepared to take direction ● Open-minded and forward-thinking approach to the positive use of technology in education. ● Passion, enthusiasm, and ability to motivate and inspire pupils for the subject ● Commitment to safeguarding and the welfare of pupils ● Willingness to be involved in the wider life of the Academy 	