

Job Description

Job title: - Secondary English Teacher

Reports to: Head of School

Responsible for: N/A

Pay Scale: UQ1 to M6 depending on experience

Overall Job purpose:

Class teachers will be responsible for the education and welfare of the children in their care, in accordance with the requirements of Conditions of Employment of School Teachers, within the context of our school's aims and ethos.

Principal Duties and Responsibilities

Have knowledge and understanding of:

- The many ways in which children learn
- The relevant aspects of the National Curriculum, Foundation Stage Curriculum Guidance and other statutory requirements

Planning and setting expectations:

- Identify clear learning objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for all children's learning and motivation. Set clear targets for children's learning, building on prior attainment.
 - Identify children who have special educational needs and know where to get help in order to give positive and targeted support. Implement and keep records on pupil targets sheets.

Teaching and managing pupil learning:

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.

General Duties

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Head of School
- To undertake annual mandatory and statutory training as directed by the Trust or School.

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

Scope:

The post-holder will be based at one of the Trust schools and may be expected to work across the Trust, travelling from time to time to other Trust sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

Criteria	Essential	Desirable	How tested
Qualifications	<ul style="list-style-type: none"> Qualification in English and Mathematics 	QTS	Application form
Experience	<ul style="list-style-type: none"> Experience working with children and young people Able to build and maintain excellent relationships Excellent verbal and written communication skills Able to work as part of the wider team and work on own initiative Able to work under pressure, plan ahead and prioritise workload Accurate and efficient record 	Internal	<p>Application form</p> <p>Application form</p> <p>Application form</p> <p>Application form</p> <p>Application form</p>

	<p>keeping and filing</p> <ul style="list-style-type: none"> • Excellent communication skills at all levels, both in school and within the wider school community • Professional at all times, demonstrating and modelling school values • Experience of producing reports. 	Internal	<p>Application form /Interview</p> <p>Application form / Interview</p> <p>Application form</p>
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to build rapport and an effective working relationship with young people and colleagues quickly • The relevant aspects of the National curriculum, foundation stage, Curriculum Guidance and 		<p>Application / Interview</p> <p>Application / Interview</p>

	<p>other statutory requirements</p> <ul style="list-style-type: none"> • Ability to work with parents and carers • Understanding and commitment to Safeguarding and promoting the welfare of young people • Identify clear learning objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught • Set appropriate and demanding expectations for all children's learning and motivation. Set clear targets for children's learning, building on prior attainment. • Use teaching methods which keep pupils engaged, including 	Internal	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
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	<p>stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources</p> <ul style="list-style-type: none"> • Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships - in line with the school's Trauma Informed Behaviour Policy. 	Internal	Interview
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Personal attributes	<ul style="list-style-type: none">• Adaptable to working within a team	Internal	Application Form / interview
	<ul style="list-style-type: none">• Ability to communicate effectively with a range of stakeholders		Interview
	<ul style="list-style-type: none">• Ability to work effectively as a member of a multidisciplinary team		Interview
	<ul style="list-style-type: none">• Good training and coaching skills		Interview
	<ul style="list-style-type: none">• Good organisation, planning and prioritisation skills		
	<ul style="list-style-type: none">• Ability to use own initiative		Interview
	<ul style="list-style-type: none">• Ability to solve problems quickly and decisively and able to stay calm in a crisis		Interview
	<ul style="list-style-type: none">• Physically and emotionally resilient in order to work with children and young people who may have challenging behaviour		Interview
	<ul style="list-style-type: none">• Good appreciation of		Interview

	health and safety in the workplace, data protection principles and equal opportunities		
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