



## JOB SPECIFICATION

<b>Title of Post:</b> Teacher of English	<b>Salary:</b> NQT/MPS/UPS
<b>Department:</b> English	<b>Line Manager:</b> Head of Department

**Overall Purpose of the Job:**

We are seeking to appoint a talented teacher to join our English department. The successful applicant will be student centred and a collaborative practitioner. The post offers excellent opportunities for a committed teacher with good knowledge of the English curriculum offer at Key Stage 3 & 4.

**Key Duties and Responsibilities:**

- 1      Promote the overall aims, objectives and policies of the department as outlined in the relevant handbook and schemes of work;
- 2      Help students to think critically, to communicate effectively and to be responsive to the ideas of others;
- 3      Encourage students to develop their own ideas and to be responsible for their own learning;
- 4      Be aware of the potential and individual needs of students, ensure that students know these too and set appropriate learning targets and activities;
- 5      Recognise the need to promote links across the curriculum where appropriate.

**Other duties:**

- 1      Prepare lessons thoroughly and undertake assessment and evaluation as necessary; use this knowledge of students' work to inform teaching;
- 2      Keep appropriate records, write reports and attend Parents' Evenings;
- 3      Attend team meetings and INSET meetings;
- 4      Contribute to schemes of work by sharing ideas, preparing shared material, updating existing material and assuming responsibility for interpreting aims and objectives;
- 5      Be aware of the requirements of public examinations and prepare students for them;
- 6      Ease students through transition points;
- 7      Use a wide variety of teaching strategies in order to personalise learning;

- 8 Ensure that professional development is a continuing process; in addition to keeping up-to-date with developments in the specialist subject and wider curriculum skills, eg computer literacy;
- 9 Be aware of and adhere to standards of health and safety;
- 10 Promote and actively support the School's responsibilities towards safeguarding.

**Additional Information**

- Undertake any such duties commensurate with the post as directed by the Co-Heads/Line Manager
- As part of the wider duties and responsibilities, the teacher is expected to promote and actively support the school's responsibilities towards safeguarding.
- As an essential: A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Please note:

E = Essential criteria to be able to undertake the job

D = Not essential to undertake the role but would be beneficial

A = Application Form

I = Interview/Assessment process

Criteria		Essential/ Desirable	How Assessed	
<b>Education and Qualifications:</b>	Degree or equivalent qualification in English	E	A	
	Qualified Teacher Status.	E		
	Commitment to further professional development.	E		
<b>Experience:</b>	Experience of teaching English in a Secondary School up to key stage 4	E	A	
	Experience of monitoring and mentoring Students.	E		
	Experience of working successfully in a cross-curricular team.	E		
<b>General and Special Knowledge:</b>	Excellent classroom practitioner.	D	A/I	
	Total commitment to multicultural context and multi-faith communities.	D		
<b>Skills and Abilities:</b>	Ability to use ICT for teaching and administrative purposes.	E	A/I	

	Ability to relate to, and motivate, students.	E		
	Enthusiasm for subject.	E		
	Excellent communication skills.	E		
<b>Additional Factors:</b>	Commitment to a policy of Equal Opportunities.	E	I	
	A commitment to raising achievement across the whole age and ability range within a girls' school.	E		
	Energy, commitment and innovation.	E		

**Responsibilities for Resources:**

**Line Management Responsibilities:** None

**Financial Responsibilities:** The role involves no financial responsibility.

**Physical Resources:** The teacher will have responsibility for the care, accuracy, confidentiality and security of student information.

**Responsibility for People:**

The teacher will have a direct and considerable impact on the well-being of students/learners.

**Responsibility for Policy Development:**

The post holder will have no direct responsibility for policy development within the Trust, other than contributing in policy behaviour.

**Responsibility for Student Outcomes:**

The teacher will have a direct and considerable impact on the educational outcomes of students/learners.

**Working Conditions:**

The teacher will work in a classroom environment.

The teacher will work in an allocated department within the school, working on their feet for most of the day.

**Main Contacts:**

The teacher must always project a professional image when dealing direct with students, colleagues, governors, parents/carers and external bodies.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications (QTS)
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:**

**Signature of Teacher:**

**Date:**

**This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**

**We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.**

**Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.**