

POST TITLE:	Teacher of English
STATUS:	Temporary (1 Year Maternity Cover), Full Time
SCALE:	Teachers Main/Upper Payscale
LINE MANAGER:	Head of English

JOB DESCRIPTION

In addition to the duties set out in the "School Teacher Pay and Conditions of Service" document and the Job Description for classroom teachers, this post carries with it the following responsibilities in the first instance:

Provide high quality, creative teaching in all classes, creating challenging and rigorous learning which leads to exceptional student engagement and progress.

Engage with opportunities for professional development in order to continuously develop as a classroom practitioner and subject specialist.

Principal Accountabilities

1. To assess, monitor and evaluate students' progress in each class to promote pupil achievement and to ensure that underachievement is promptly addressed.
2. To plan lessons and schemes of work which promote challenge, rigour and creativity.
3. To use a range of strategies to engage students of all abilities with the subject.
4. To provide regular feedback for students in a way which supports their progress against targets and has a tangible impact on student learning.
5. To assist the Head of Department/Faculty in the ongoing review of the standards of leadership, teaching and learning in the subject area, consistent with the schools self-evaluation procedures.
6. To promote the schools' core values of Aspiration, Creativity and Character and ensure that you actively implement the school's behaviour policy to achieve consistently high standards of behaviour and engagement.
7. To support your Head of Department in ensuring that budget allocations to the department are spent in line with priorities and the principles of best value, and to ensure that all resources are kept in good order and safe

DUTIES AND RESPONSIBILITIES

Teaching, Learning and Assessment

- To oversee students' work within English and ensure that learning experiences offered to students are challenging and tailored to their needs.
- To keep informed of curriculum developments relevant to the subject and contribute to detailed schemes of work, in line with national requirements and school policy.
- To ensure that students' work is regularly assessed and progress monitored, and that accurate records of progress are kept.
- To celebrate pupils' achievements e.g. regular display of work, assembly citations, rewards.
- To ensure that assessment data on pupil progress is submitted in line with agreed school deadlines.

Haggerston School

- To ensure that the needs of SEND/EAL pupils are met in the classroom and liaise with the inclusion team for advice and support where necessary.
- To be willing to participate in the implementation of cross-curricular links with other departments.
- To assist the Head of Faculty in supporting public and internal examinations.
- To liaise with the appropriate tutor and/or Head of School/Year, to ensure that the educational needs of all students are met.

Professional Support

- To work collaboratively in the delivery of English in order to facilitate the effective development of the subject throughout the school.
- To maintain a disciplined learning environment within the subject areas.
- To liaise with the tutors and/or Head of School/Year over students causing concern.
- To work with the Head of Faculty to ensure that newly qualified teachers, student teachers and new staff are given appropriate advice and support.
- To participate in opportunities, to aid your professional development. Such opportunities will reflect the school's approach to performance management and include strategies for extending professional experiences, in consultation with the Head of Department/Faculty.
- To ensure that appropriate work is set for cover staff.
- To contribute as necessary to the preparation of the English Faculty Handbook.

Communications

- To attend appropriate meetings where relevant and to provide feedback to team members.
- To attend teaching team meetings and contribute to discussions.
- To contribute to effective liaison with institutions outside the school, including primary schools and post-16 institutions organised by the department/faculty.
- To liaise with parents, as and when appropriate.

General

- Undertake additional tasks as required from time to time to support the growth and operational requirements of the department/faculty.
- Participate in the regular review of this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

Signed:..... Date

Headteacher

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

Signed:..... Date

Teacher of English

PERSON SPECIFICATION
Teacher of English

Requirements:	Assessment Criteria		
	Interview	Application Form	Lesson Observation
Qualifications			
Qualified Teacher Status (or working towards)		•	
Evidence of continuing professional development	•	•	•
Experience:			
Successful involvement in planning, implementing and evaluating initiatives to raise attainment and continuously improve and adapt own classroom practice	•	•	•
Evidence of outstanding teaching with the ability to teach all Key Stages and abilities	•	•	•
Effective classroom management skills with efficient use and organisation of resources	•		•
Professional knowledge and understanding:			
Evidence of thorough knowledge, understanding and enthusiasm for the subject	•	•	•
Understanding of the strategies needed to establish high classroom standards of results and behaviour	•	•	•
Understanding of Key Stage 2 to 3 transition issues	•	•	
Understanding of the 14 to 19 curriculum and developments within the curriculum, particularly the KS3 Revised National Curriculum	•	•	
Knowledge of pupil data and its practical application in lesson planning and increasing student attainment	•	•	•
The ability to use ICT effectively to support tasks and activities	•	•	•
Behavioural competencies:			
Integrity and the ability to promote and maintain the highest standards in all aspects of the work in the school	•		
Team player with energy, enthusiasm, perseverance and a sense of humour	•		
Genuine interest and passion for young people's education and willingness to contribute to wider school life and ethos	•	•	
Ability to develop and maintain positive relationships with teachers, support staff and parents	•		

Haggerston School

Ability to motivate students recognising and responding to the diverse needs of learners	•	•	•
Ability to reflect on own classroom practice to continuously improve and being open to feedback	•	•	
Ability to work independently using initiative and as part of a team contributing to INSETs	•		
Excellent written skills, as evidenced by application		•	
Excellent organisational and planning skills, encouraging positive collaborative working practices and planning own time effectively	•	•	•
Good communication skills, showing sensitivity and strength	•		•
Mentoring and coaching skills, showing ability to be both constructive and critical	•		
Ability and skills to manage change	•	•	
A commitment to developing curriculum activities within the faculty	•		
A commitment to on-going regular professional development, undertaking training as required	•	•	
Commitment to the Safeguarding and welfare of all students	•	•	
Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools	•	•	