

## Job Description

<b>Post Title:</b>		<b>Teacher of English Language and Literature (NQT)</b>
<b>Purpose:</b>		<ul style="list-style-type: none"> <li>• To achieve a high standard of student attainment and progress within the classroom and to monitor and support student progress.</li> <li>• To be accountable for student progress and development within English Language and Literature within your own classes.</li> <li>• To develop and enhance your teaching practice using the school's accelerated learning model.</li> <li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for your students, in accordance with the aims of the department, the school and the curricular policies determined by the Governing Body and Headteacher of the school</li> <li>• To contribute to developing the subject/curriculum area.</li> <li>• To effectively coordinate with support staff, and to ensure appropriate provision for students with additional needs</li> </ul>
<b>Reporting to:</b>		Head of English Language and Literature
<b>Liaising with:</b>		Head/Deputies, Deputy Head of Department, SENCo, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA , the Trust, staff, parents.
<b>Working Time:</b>		195 days per year. Full time
<b>Salary/Grade:</b>		MPS
<b>Disclosure level</b>		Enhanced
<b>MAIN (CORE) DUTIES</b>		
<b>Overview</b>		<ul style="list-style-type: none"> <li>• To carry out the professional duties of a teacher as described in the most recent School Teachers' Pay and Conditions Document.</li> <li>• To undertake the duties of form tutor and a member of a year team.</li> </ul>
<b>Responsibilities:</b>		<ul style="list-style-type: none"> <li>• To be an effective English teacher.</li> <li>• The deliver an appropriate level of provision as part of a wider department, including effective use of physical resources.</li> <li>• To actively monitor and follow up student progress</li> <li>• To engage with School Policies and Procedures, e.g. Teaching and Marking, Health and Safety , Presentation Policy, etc.</li> <li>• To ensure that Health and Safety policies and practices, including Risk Assessments, are followed in the classroom.</li> </ul>
<b>Curriculum Provision and Development:</b>		<ul style="list-style-type: none"> <li>• To engage with the development of appropriate resources, schemes of work, assessment and teaching and learning strategies in the department.</li> <li>• To develop your teaching practice and methodology, and keep up to date with national developments in the subject area.</li> </ul>

<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>To engage with quality control processes.</li> <li>To engage with the lesson observation process.</li> <li>To seek/implement modification and improvement where required.</li> </ul>
<b>Information Management:</b>		<ul style="list-style-type: none"> <li>To adhere to and implement, according to school policy, all required reporting of student progress and attendance at relevant Parents' Evenings.</li> <li>To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> </ul>
<b>Communications:</b>		<ul style="list-style-type: none"> <li>To ensure effective communication/consultation as appropriate with the English Department and wider staffing structures.</li> <li>To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>To discuss any issues encountered with your NQT Mentor (and Head of Department where appropriate)</li> <li>To represent the English Department's views and interests.</li> </ul>
<b>Marketing and Liaison:</b>		<ul style="list-style-type: none"> <li>To contribute, when required, to the School liaison and marketing activities, e.g. the collection of material for press releases.</li> </ul>
<b>Pastoral System:</b>		<ul style="list-style-type: none"> <li>To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>To ensure the Behaviour Management system is implemented at all times so that effective learning can take place.</li> </ul>
<b>Teaching:</b>		<ul style="list-style-type: none"> <li>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Additional Duties:</b>		<ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage students to follow this example.</li> </ul>
<b>Other Specific Duties:</b>		
<p>To continue personal development as agreed.</p> <p>To engage actively in the performance review process.</p> <p>To undertake any other duty as specified by STPCB not mentioned in the above.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>		

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

Date: 30 January 2020

## Person Specification

### Job Title: Teacher of English

	Essential	Desirable
<b>Qualifications</b>	Degree + PGCE or B Ed	
<b>Experience</b>	Previous successful experience of preparing students for external assessment in English at GCSE and at KS3	
<b>Teaching Subjects</b>	Proven ability to teach all aspects of English successfully to GCSE standard	Proven ability to teach English to A level and above.
<b>Communication Skills</b>	Good written and verbal communication. Ability to reason and argue a case effectively	
<b>Other Personal Qualities</b>	Ability to work as part of a team. Ability to keep to deadlines and achieve targets set. Good analytical and planning skills. Enthusiasm and energy	
<b>Skills</b>	Good 'people' skills. Good organisation and time-management skills	Good IT skills - ability to use IT to promote learning