



JOB DESCRIPTION

Job Title:	Teacher of English
FTE:	1.0 Full-time (part time will be considered for the right candidate)
Start Date:	September 2024 (earlier start is negotiable)
Responsible to:	Head of Faculty
Salary:	UNQ/MPS/UPS
Core Purpose of the Post <ul style="list-style-type: none">➤ To contribute to the delivery of the curriculum for English.➤ To teach English across all key stages.➤ To contribute to the effective functioning of the faculty as a team.➤ To contribute to continuous improvement and raising standards of achievement.➤ To be informed of current Government policy on education and its effects on the implementation of English.➤ To maintain high professional standards and meet the Teachers' Standards.➤ We would consider teachers who have an interest in teaching a second subject.	
Main Areas of Responsibility: Teaching and Learning <ul style="list-style-type: none">➤ Establish and use appropriate teaching and learning methods.➤ Prepare lessons thoroughly and review content, presentation and relevance, ensuring that full records of work completed are kept.➤ Set and mark homework on a regular basis.➤ Ensure good order and discipline conducive to effective learning.➤ Ensure effective development of students' individual learning skills takes place.➤ Prepare students for public examinations at Key Stage 4 and 5.➤ Assist colleagues in the English Faculty in the construction of schemes of work, leading to the delivery of the English contribution to the National Curriculum.➤ Ensure effective delivery of the above programmes and schemes of work in the classroom.➤ Ensure effective curriculum coverage, continuity and progression in the subject for all students.➤ Follow policies for assessing, recording and reporting on student achievement, and use these to set achievable targets for further improvement for all students of all abilities.➤ In cooperation with colleagues, to be responsible for the stimulating learning environment of the English Faculty.➤ In the planning and delivery of lessons, to be aware of the needs of individual students and to cooperate with the student support coordinator where appropriate Communication and Liaison <ul style="list-style-type: none">➤ Attend faculty and full staff meetings.➤ Assist in the planning of the Faculty's Development Plan.➤ Carry out delegated tasks to meet faculty objectives.	

- Keep abreast of development in the teaching of English, by regular training, CPD and attendance to directed time/INSET.
- Represent the faculty at other meetings, where appropriate.
- Discuss matters relating to teaching and learning, classroom management and professional development.
- Communicate and work effectively with other members of the faculty.
- Liaise with other staff, including Form Tutors and Heads of Learning on matters relating to the teaching of the subject.
- Maintain appropriate contact and consult with parents of students as necessary.
- Assist in the ordering and maintenance of the Faculty's resources.

General

- Participate in the management and development of the School, including attendance at meetings, membership of committees etc.
- Take part in the Appraisal Scheme as determined by the DfE and the School.
- Contribute to the life of the Faculty and the School outside the classroom, developing and running extra-curricular activities related to English.
- Accept a share of the pastoral responsibility of the School, including membership of a Year Team with its attendant responsibilities, including PSHE and Assemblies.
- Contribute to the overall social and cultural life of the school.

This job description is not intended to be an exhaustive list; the duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary after negotiation.

Job Description received and agreed.

Signed:

Date:

PERSON SPECIFICATION

Essential (E) and Desirable (D)	(E)	(D)
Qualifications		
A good honours degree.	✓	
Qualified Teacher Status.	✓	
Qualified to Masters level (or equivalent).		✓
A commitment to ongoing professional development.	✓	
Knowledge and Expertise		
A strong classroom teacher with confident subject knowledge	✓	
A willingness to teach a second subject with support as required		✓
Ability to enthuse and motivate students through wider offer of clubs/extra-curricular		✓
Strong behaviour management that builds positive relationships with students	✓	
Skills and Abilities		
Able to articulate/evaluate impact to both internal and external professionals	✓	
Excellent written and verbal communication skills	✓	
Excellent organisational skills, time-keeping and ability to meet deadlines.	✓	
An ability to develop good professional relationships with staff and students.	✓	

Be a credible advocate for students, their needs and personal circumstances whilst holding them to account for their learning and outcomes.	✓	
Personal qualities including support for the Mount Grace School character virtues (<i>in italics</i>)		
A growth mindset when working with children and colleagues to achieve the best outcomes.	✓	
Have unconditional positive regard for students and staff and be an advocate for promoting equality, diversity and inclusion.	✓	
Enthusiasm and passion for teaching and an ability to inspire students/staff (eg. assemblies)	✓	
A willingness to engage in <i>reflection</i> to improve practice including their own.	✓	
An ability to model <i>curiosity</i> and encourage critical thinking.	✓	
The <i>resilience</i> to overcome challenges and seek support when required	✓	
The <i>confidence</i> to coach teachers in a way that is supportive and welcomed.	✓	
An ability to model <i>respect</i> and lead others to have high ambitions.	✓	
An ability to work supportively and address underperformance with <i>compassion</i> .	✓	