



JOB DESCRIPTION – PART TIME TEACHER OF ENGLISH (MATERNITY COVER)

Key Purpose of the Job

To ensure the effective English teaching of all pupils, helping them to develop both inside and outside the classroom. Support the policies and aims of the School and ensure the good social, emotional and physical development of every child.

Key Deliverables

1. TEACHING

- Planning and preparing courses and lessons.
- Teaching the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.

2. OTHER ACTIVITIES

- Promoting the general progress/wellbeing of any individual group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the School.
- Participating in meetings arranged for any of the purposes described above.
- Accompanying pupils on trips away from the School.
- Maintaining and monitoring display work in appropriate areas of the School.

3. ASSESSMENTS AND REPORTS

- Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils.

4. APPRAISAL

- Participating in any arrangements that may be made for Performance Management.

5. FURTHER LEARNING AND DEVELOPMENT

- Reviewing from time to time your methods of teaching and programme of work.
- Participating in arrangements for your professional development.

6. EDUCATIONAL METHODS

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Being aware of developments in ICT and how they may be integrated into your subject.

7. DISCIPLINE, HEALTH AND SAFETY

- Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.

8. STAFF MEETINGS

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group.

9. PUBLIC EXAMINATIONS

- Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.

10. ADMINISTRATION

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after School sessions.

NOTES:

All employees at Beechwood are expected to undertake additional duties as assigned by the Headmaster. Most instructional staff are also tutors and they would be reporting to the Heads of Year for this.

It is the job holder's responsibility for promoting and safeguarding the welfare of the young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the relevant Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster or to the CEO of Alpha Group so that a referral can be made accordingly to Children's Social Care and/or the Local Authority Designated Officer.

Person Specification

The successful candidate will be an excellent teacher of English, a good team player and a career teacher who can communicate a love of the subject and contribute strongly to a committed team

Qualifications and Experience

- A good honours degree or equivalent QTS
- Have a secure knowledge and understanding of the English curriculum and related pedagogy
- An awareness of the impact that their subject can make to the whole school
- Ability to teach English to KS3, KS4 & KS5 level.

Professional Attributes

- Highly motivated and willingness to continue learning
- Resilient and responds well to challenge
- Excellent communication skills
- Team player Initiative
- Able to prioritise

Relationships with Young People

- Have high expectations for all young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role

Assessment

- Full understanding of the use of assessment to inform planning
- Able to mark and record assessment outcomes in line with whole school and departmental policy

Planning

- The ability to plan lessons and sequences with clear objectives to ensure progression for all students
- The ability to adapt schemes of learning to suit the needs of students and groups of students
- Experience of planning in accordance with specific assessment objectives (GCSE & A-level) and/or EOY (KS3, KS4 & KS5)

Personal Qualities

- Enthusiasm, drive and a love for the job
- Clear vision and an innovative approach for learning & teaching

- A passion for ensuring all aspects of school life demonstrate integrity and respect
- Commitment to a high profile presence in and around the school
- A good sense of humour
- Excellent communication skills, both verbal and written.
- Ability to organise, plan and prioritise time effectively

- Willingness to challenge others to produce positive outcomes
- Flexibility, adaptability and creativity

Other

- A commitment to developing out-of-school hours activities to enhance progress, enrichment, enjoyment and attainment in English.

Appointment will be subject to enhanced DBS check, qualifications and experience checks and satisfactory references.