

## JOB DESCRIPTION

<b>School/College:</b>	West Norfolk Academies Trust Based at Terrington St Clement
<b>Job Title:</b>	Teacher of English <b>Suitable for ECT</b> <b>Permanent contract</b>
<b>Grade:</b>	MPS/UPS as appropriate
<b>Responsible to:</b>	Head of English
<b>Working With:</b>	English Faculty Trust English Lead

### Purpose of the Job

- To meet all requirements of the Teachers' Standards.
- Within the designated curriculum area, to implement, deliver and contribute to the schemes of learning.
- To shape the learning experience to motivate and encourage students to achieve their full potential.
- To monitor the progress of students and provide support to ensure personal and academic growth.

### Teaching and Learning Responsibilities

- To use a variety of delivery methods to stimulate learning, appropriate to student abilities.
- To prepare and update subject materials.
- To ensure a high-quality learning experience for students that meets internal and external quality standards.
- Within the guidance presented in the school's Assessment Policy and using appropriate I.T. systems, to assess, record and report on the attendance, progress, development and attainment of students.

- To take part in Parent/Carer Information Evenings.
- Within the school's marking and homework policy, to set and mark work appropriate to the needs of each student. To provide constructive feedback to facilitate progression.
- To undertake assessment of students as required by internal and external (e.g. examination boards) procedures.
- To apply the school's Behaviour Policy to ensure that effective learning can take place. To maintain discipline and use appropriate rewards and sanctions in line with school policy.
- To ensure that Literacy, Numeracy and ICT opportunities are optimised within the context of the designated teaching programme.
- To optimise the use of classroom support staff.
- To take part in Parent/Carer Information Evenings.
- To be willing to participate in the wider requirements of the faculty, such as after school support sessions and enrichment opportunities.

### **Personal and Professional Conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes, which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks, which set out their professional duties and responsibilities.

### **Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people and the post holder will share this responsibility, therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list. Shortlisted candidates will be subject to an online search.

This post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

financial regulations.

## PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
QTS	✓		Appl
Relevant Degree	✓		
Evidence of CPD linked to curriculum development		✓	

Experience	Essential	Desirable	How assessed
Experience of teaching to GCSE	✓		Appl/Int/Ref
Experience of working in a team	✓		
Contribution to school beyond the classroom		✓	

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Ability to form strong working relationships with children	✓		Appl/Int/Ref
An understanding of the use of data in promoting pupil achievement and attainment	✓		
Skills and knowledge to deal with student safety and behaviour	✓		
Setting high standards to staff and students by personal example	✓		
Committed to safeguarding and promoting the welfare of children and young people	✓		
Ability to gain parental support and co-operation	✓		
Ability to work effectively under pressure	✓		
Ability to prioritise and meet deadlines	✓		
Commitment to continued personal development	✓		
Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Demonstrate a commitment to equal opportunities	✓		
Ability to achieve value for money within the designated budget	✓		
IT literate.	✓		

Personal qualities	Essential	Desirable	How assessed
Ambition for self and others	✓		Appl/Int/Ref
Positive attitude to work	✓		
Genuine concern for others	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		

Accessible and approachable			
Excellent interpersonal skills			