

**Job Description**

<b>Job Title:</b>	<b>Teacher of English</b>
<b>Location:</b>	<b>Sir Herbert Leon Academy</b>
<b>Hours of work:</b>	<b>37 hours per week</b>
<b>Reports to:</b>	<b>Curriculum Leader</b>

**Purpose of the Role:**

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students and engage and motivate them
- Demonstrate analytical thinking and improve the quality of students' learning
- Contribute to the Academy improvement/development planning and promote the learning priorities of the school
- Contribute to the development and/or implementation of Academy policies
- Build team commitment with colleagues
- Promote the wider aspirations and values of the academy.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

**Responsibilities:**

- To be a specialist in chosen subject area
- Plan and prepare lessons and schemes of work in accordance with Academy policy, ensuring a variety of learning opportunities for the development of key skills;
- Maintain individual records of pupil's experiences and achievements in the lessons taught by you and use data to inform future planning;
- Contribute, as required, to the Annual Review process including the writing of reports in accordance with Academy policy;
- Prepare, implement and monitor Individual Learning Plans for pupils in accordance with Academy policy;
- Lead the class team to ensure collaborative working for the benefit of the pupils;
- Work collaboratively with colleagues, parents/carers, educational psychologists, therapists, social services and other outside agencies who may be involved with pupils for whom you have a responsibility;
- Have a thorough awareness of and regard for the confidential nature of many aspects of school information relating to individual pupils;
- Co-operate with colleagues to ensure the achievement of the aims of the School;
- Promote positive pupil behaviour in line with Academy policies;

Take part as required in meetings in relation to the curriculum and organisation of the school; Participate in arrangements for professional development as outlined in the Academy development plan or identified through the appraisal process and take responsibility for own development; Ensure the activities in which pupils are

engaged are conducted in a disciplined, safe and healthy environment and in line with Academy policy.

### **General Responsibilities**

- To be an ambassador for the Academy
- To model the core values of the Academy in your professional life and to promote and develop the Academy's vision, ethos, aims and objectives
- To establish a culture that promotes excellence, equality, and high expectations for all students
- To contribute positively to discussions leading to the development of effective policies, practices and structures
- To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the Academy and to maintain good discipline
- To attend meetings with external agencies and organisations.
- To foster and support extra-curricular activities in the interest of the Academy community e.g. Academy productions, concerts, sports activities, trips, and excursions
- To take on additional responsibilities as directed by the Principal and or SLT link
- The progress and development of every pupil in their class, including those with SEND
- Adapting teaching and curriculum for pupils with SEND and incorporating guidance provided by the SENDCo and external professionals.
- Working closely with any additional adults to assess, plan, do and review support and interventions for each pupil with SEND in their class
- Working with the SENDCO to review each pupil's progress and development and decide on any changes to provision
- Setting high academic and behavioural expectations for all pupils, including SEND pupils and supporting their achievement.
- Identify pupils with SEND in their class.
- Engage in on-going SEND CPD offer

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment/Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

### **Person Specification**

**Job Title: Teacher of English**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• A relevant honours degree or equivalent and QTS.</li> <li>• A good honours degree or equivalent and PGCE.</li> <li>• Evidence of further subject-based professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Further study in subject area.</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Evidence of good classroom practice.</li> <li>• Good understanding of effective and engaging teaching methods.</li> <li>• The ability to engage, enthuse and motivate students.</li> <li>• Willingness to teach another subject.</li> <li>• Experience of teaching up to KS3 &amp; KS4.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of involvement in extracurricular activities</li> </ul>
<b>Skills</b>	Line management responsibilities	<ul style="list-style-type: none"> <li>• N/ A</li> </ul>	
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	



	Abilities	<ul style="list-style-type: none"><li>• The ability to motivate students.</li><li>• The ability to deal fairly, sensitively and firmly with students.</li><li>• The ability to establish good working relationships with students, staff and parents.</li><li>• The ability to work as a member of a team and to contribute to that team in a creative and purposeful manner.</li><li>• A good level of ICT skills and the ability to make effective use of ICT in the classroom.</li><li>• Demonstrate effective communication skills to a variety of audiences.</li><li>• Ability to create a happy, challenging and effective learning environment.</li></ul>	
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<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"><li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li><li>• Open, honest and an active listener.</li><li>• Takes responsibility and accountability.</li><li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li><li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li><li>• Is committed to the provision and improvement of quality service provision</li></ul>	
	Values	<ul style="list-style-type: none"><li>• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none"><li>○ Be unusually brave</li><li>○ Discover what's possible</li></ul></li></ul>	



		<ul style="list-style-type: none"><li>○ Push the limits</li><li>○ Be big hearted</li></ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>● Right to work in the UK</li><li>● Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li><li>● Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services</li></ul>	