GREAT OAKS SMALL SCHOOL

**Teacher of English - Job Description**

Great Oaks Small School is an independent secondary day school situated in a semi-rural location on the outskirts of the village of Minster-in-Thanet near Sandwich. We provide a holistic education which ensures well-balanced intellectual, moral, social and physical development for each student; delivered through a person centred approached. Together with our new Head Teacher we have a vision and plans for our future development to create a school of excellence.

Our school Council is fundamental to the running of the school and as such, is the vehicle through which our young people have a democratic voice.

Despite a disrupted education, prior to joining the Great Oaks community, the vast majority of our 20-25 students go on to study at further or higher education colleges, studying part/full time, vocational or academic qualifications.

The Teacher of English will liaise closely with the Senior Leadership Team (SLT) specifically for the management and delivery of the English curriculum throughout the school.

The primary role is to raise the standard of English and literacy across the school through a wide range of strategies which will enable the students to achieve their full potential.

**Main duties and responsibilities:**

**Health and Safety**

* Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact
* Promote the general progress and well-being of students in your care
* Provide the students with guidance on educational and social matters relating to their studies and future careers
* Safeguard the health and safety of students in your care

**Curriculum**

* Undertake the whole school responsibility for the English curriculum as may be reasonably determined by the Head Teacher
* Be responsible for producing a scheme of work, assessment and monitoring which complies with:

 The aims and objectives of Great Oaks Small School

The School’s overall policies, methodologies and assessment systems

National and Examination Board syllabus requirements

* Contribute to the School’s strategic Plan by devising and evaluating a curriculum plan in consultation with the SLT
* Be responsible for the management and organisation of coursework, internal examinations, moderation and teacher assessment for English Language and Literature.
* Be responsible for ensuring that literacy is given a significant profile throughout the curriculum.
* Maintain records in accordance with the policy; supply reports and information as necessary.

**Staffing**

* Contribute to the appraisal process both in terms of his/her own performance and, also, the performance of staff for whom, they have responsibility.
* Negotiate literacy targets, supervise and support the work of fellow teachers and teaching assistants.
* Be an effective team leader able to use high levels of literacy and interpersonal skills to enable teachers and teaching assistants to perform to their full potential as individuals and as efficient team members regarding the correct use of the English language, both written and spoken.

**Teaching Practice**

* + Be an exceptional classroom practitioner, able to model a range of effective literacy teaching skills.
	+ Teach according to educational needs, the groups assigned to you.
	+ Inspire and engage your students using your flexibility to discover and develop their work through their interests and ability.
	+ Ensure that a visual record of students’ work is maintained each year ; film and photograph working progress as necessary for the recording of progression.
	+ Provide individual support for students as required, help and encourage them to keep their work in good order.
	+ Maintain order and discipline with your students both inside and outside the classroom.
	+ Participate in any arrangements for further training and professional development.
	+ Review methods of teaching and programmes of work from time to time.

**Administration and Planning**

* + Monitor, record, set and mark, analyse and report progress and attainment in accordance with the school’s marking policy.
	+ Participate in arrangements for preparing students for their external examinations including marking and recording coursework.
	+ Check of application forms and personal statements and provide references for students applying for further and higher education courses in concordance with our Careers teacher.
	+ Provide a detailed typed report on each student each term and attend follow-up parent/carer open evenings (minimum of twice per academic year).
	+ Communicate and consult with parents/carers and other persons or agencies outside the school as required.
	+ Participate in meetings, particularly the regular staff meeting each week, regular curriculum meetings and any meetings with parents/carers.
	+ Participate in any arrangements for further training and professional development.
	+ Be responsible for all teacher materials being kept up-to-date and ensure that any allocated budget is spent in accordance with the Subject Plan and the value of money sought.
	+ Work closely with the SLT and assist with the preparation and introduction of new courses and schemes of work in relation to English.
	+ Take good care of your teaching space and all teaching materials provided by the school
	+ Stand in for a colleague should s/he be absent
	+ Set work for your classes if you are away from school for any reason
	+ Participate in supervisory duties or sporting activities as required
	+ Invigilate if asked to do so by the Senior Leadership Team (SLT)
	+ Dress appropriately at all times
	+ Carryout general duties and responsibilities as deemed reasonable by the SLT

**Data**

* Be responsible for analysing the progress students achieve and examination results attained, in the context of results for the School and in comparison with the national picture in relation to English.
* Be competent in interpreting data and actively support other departmental staff to become similarly knowledgeable

Great Oaks Small School (Independent) is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

GREAT OAKS SMALL SCHOOL

 **Teacher of English- Person Specification**

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|  | **Essential** **These are qualities without which the Applicant could not be appointed** | **Desirable** **These are extra qualities which can be used to choose between applicants** | **Method of assessment** |
| **Qualifications** | A good degree from a recognised university, UK or overseas | Qualified Teacher Status | Production of the Applicant’s certificates |
| **Experience** | Some experience teaching GCSE, AS and A Levels in a recognised school or college  | Attendance at regular Development Day training meetings Familiarity with examination board specifications AQA of particular interest | Contents of the Application FormInterviewProfessional references |
| **Skills** | Effective communication skills with both staff and studentsCorrect spoken and written English with ability to teach analytical/critical appreciation and essay writing IT literateProven organisational skillsThe ability to show initiative within the framework of a strong and supportive teamAn outstanding performer in the classroom inspiring students to achieve | A commitment to becoming involved in extracurricular activities of the schoolA clean driving licenceA minibus license or the willingness to obtain one | Contents of the Application FormInterview, demonstration lessonProfessional reference |
| **Knowledge** | An understanding of the UK educational system Excellent subject knowledge and ability to plan and deliver the curriculum to other members of staff | An awareness of the statutory requirements of Health and Safety  | Contents of the Application FormInterviewProfessional references |
| **Personal competencies and qualities** | The motivation to work with children and young peopleThe ability to form and maintain appropriate relationships and personal boundaries with children and young peopleA positive attitude to the use of a person centred approach to maintain disciplineenthusiasm, stamina and good healthA willingness to organise, take part in and support educational visits | A good sense of humourA calm mannerA perceptive understanding of teenagers and their ‘needs’ and ‘expectations’A flexible approach to teaching and a willingness to learnA passion for the subject and all it offersA firm, fair and understanding approach in all matters | Contents of the Application FormInterviewProfessional references |