



## Job Description

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**Job Title:** Part-Time Teacher of English

**Reporting to:** Head of Department

**Checks:**

*"The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Alpha Schools Safeguarding - Child Protection Policy and 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 Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children's Social care and/or the Local Authority Designated officer."*

### Working with us

Achieving more than you believed possible – that's what constitutes a quality education.

### Role Outline

To ensure the effective 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. In addition to the generic description below, the part-time teacher of English will be expected to:

- Deliver lessons for English to KS3, KS4 and KS5 level.
- Take an active role in planning and delivering appropriate fieldwork for the courses

### Main Responsibilities

#### 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. PERFORMANCE MANAGEMENT**

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

## **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 Head 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 AND DEPARTMENTAL 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.

## 11. EXTRA-CURRICULAR ACTIVITIES

- There is an expectation that staff members play a full part in the extra-curricular life of the school and participate in clubs and activities.

All employees at Sackville are expected to undertake additional duties as assigned by the Head. Many instructional staff are also Form Tutors.

Requirements of Part-Time Teacher of English on offer of employment:

- To undertake Safer Recruitment Training
- To sign Safeguarding: Safer Recruitment Policy
- To complete Induction Period
- To sign the Staff Code of Conduct
- To sign the Safeguarding Child Protection Policy

# Person Specification

The successful candidate will be an excellent part-time teacher of English. We are seeking 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 in English
- 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.