



ENGLISH TEACHER

JOB DESCRIPTION AND PERSON SPECIFICATION

Post	English Teacher
Grade	MPS/UPS
Responsible to	Head of English
Responsible for	N/A

Everyone at Borden Grammar School works to fulfil our **School Plan**. Our school motto “Nitere Porro” means to strive forward and the ethos of Borden is that we expect our whole community to do this, together. Our school plan focuses on supporting and inspiring students to achieve their full potential.

Ethos

- To support the development of a sense of community, reflecting the school's values
- To work professionally as a team with other members of the department
- Proactively to help develop and maintain smooth operations within the department

Key Duties

All teachers are expected to contribute to the following :

- Building positive working relationships with students
- Managing student behaviour consistently and effectively
- Raising student achievement through high quality teaching and learning.
- Planning schemes of work/lessons and related homework activities thoroughly
- Rigorous assessment of student progress, target setting and record keeping.
- Reporting of student progress through regular audits.
- Celebrating student achievement.
- Timely intervention and support for students.
- Liaising with parents/carers.
- Safeguarding
- Health and Safety
- Upholding the school's values and implementing policies and procedures.
- Appraisal arrangements.
- Continuing Professional Development.
- Demonstrate consistently high standards of personal and professional standards.

Additional Duties:

- Any other duties that it is reasonable to expect you to undertake as directed by your line manager or headteacher.
- To work within the school's Equality and Diversity Policy.
- To ensure that the spirit of the school equal opportunities policy is implemented.

It is Borden Grammar School's policy to review and redistribute specific responsibilities periodically. This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Condition Document (STPCD).

PERSON SPECIFICATION – ENGLISH TEACHER

	CRITERIA:
QUALIFICATIONS	<ul style="list-style-type: none"> • Honours Degree in teaching subject (or related discipline) (E) • DfE recognised Qualified Teacher Status (E) • Further Professional Qualifications (D)
EXPERIENCE	<ul style="list-style-type: none"> • Ability to teach English to all student abilities across the key stages (E) • Ability to teach Drama at KS3 or 4 (D) • Evidence of and commitment to raising standards of student achievement (E) • Experience of constructive collaboration with parents/carers (D) • Successful school-based training in secondary age range (E) • A record of training and on-going professional development (D)
TRAINING, SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Can motivate, enthuse and inspire students through your ability to teach with imagination, vision, creativity and originality (E) • Is sympathetic to the pastoral needs of pupils (E) • Is co-operative, flexible, responsible and committed to high standards (E) • Would be prepared to contribute to the subject/school extra-curricular programme (D)
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Effective practice and approaches to teaching, learning and assessment (E) • Current educational trends and developments in teaching subject/wider School matters (D) • Effective use of ICT in teaching strategies for motivating and inspiring students, and managing student behaviour (E) • Understanding of the importance of Continuing Professional Development and its role in improving classroom practice (E) • Has a good knowledge of safeguarding, health and safety requirements (E) • Has a good grasp of the importance of pastoral care and the links between learning, behaviour, wellbeing and safeguarding. (E)
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Has a passion for teaching, a love of subject, and believes every student can succeed (E) • Is self-motivated with the ability to work independently and take initiative in problem-solving. (E) • Is able to adapt to the evolving needs of the department and stay current with new technologies and techniques. (E) • Can work as part of a team, and is prepared to share and pool their ideas. May also be able to contribute to the staff community/broader life of the school. (E) • Possesses excellent organisational skills and can meet deadlines under pressure. (E) • Demonstrates excellent communication and interpersonal skills. Preferably also patient, optimistic and has a sense of humour. (D)

ACTIVITY	RESPONSIBILITIES	NOTES
LINE MANAGEMENT	<ul style="list-style-type: none"> • Responsible to Line Manager (subject teacher role). • Responsible to Head of Year (form tutor role). 	
CURRICULUM	<ul style="list-style-type: none"> • Teach allocated classes and provide a well-planned, challenging and purposeful learning environment for students using appropriate teaching methods and resources. • Mark and monitor students' class and homework providing constructive oral and written feedback; set targets for students' progress. • Contribute/keep schemes of work. • Contribute to enrichment activities which further the aims of the subject/school. 	

STUDENTS	<ul style="list-style-type: none"> • Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline. • Undertake student supervisory duties and cover for absent colleagues in line with School procedures. • Operate school's rewards policy • Undertake form tutor responsibilities 	
ASSESSMENT	<ul style="list-style-type: none"> • Assess and record each student's progress, including through observation, questioning, testing and marking. Use assessment to inform interventions to secure students make good progress. • Ensure that students make expected/better than expected progress in comparison to similar students nationally, as shown by any relevant tests, assessments and examinations • Understand and know how national, local and school data can be used to set clear targets for students' achievement. • Contribute to subject monitoring of the assessment of students. 	
COMMUNICATION	<ul style="list-style-type: none"> • Contribute to meetings and discussions about teaching methods, schemes of work and departmental policies. • Keep Line Manager, Form Tutors and Heads of Year informed about the progress of students being taught. • Attend calendar meetings as relevant • Maintain familiarity with statutory assessment and reporting requirements. • Prepare and present informative reports to parents and meet with them to discuss students' progress. • Demonstrate high standards of professional conduct in all communication with students, staff and parents. 	
STAFFING	<ul style="list-style-type: none"> • Review own professional development/ identify training needs. • Take part in the appraisal arrangements. • Take part in lesson observations to share good practice. 	
BUDGETS/ RESOURCES	<ul style="list-style-type: none"> • Within the department, to help: identify resource needs; develop and maintain departmental resources; keep subject areas tidy and have effective displays. • Follow agreed safety procedures for the school/department. 	

The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.

Borden Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note we operate a no smoking policy.