**Post: Teacher of English MPS-UPS**

**Job Description and Person Specification**

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| **Post Title:** | Teacher of English MPS – UPS |
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| **Purpose** | * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. * To monitor and support the overall progress and development of students as a teacher and in so doing mark and feedback on students work fortnightly and ensure clear improvement. * To facilitate and encourage a learning experience that provides students with the opportunity to achieve their individual potential. * To contribute to raising standards of student attainment. * To share and support the School’s responsibility to provide and monitor opportunities for personal and academic growth. |
| **Reporting to:** | Head of Department |
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| **Responsible for:** | The provision of a full learning experience and support for students |
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| **Liaising with:** | Head/Deputies, teaching/support staff, representatives of external agencies and parents |
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| **Working time:** | 4 Days |
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| **Salary/Grade:** | As appropriate MPS – UPS |
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| **Disclosure level:** | Enhanced |
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**MAIN CORE DUTIES**

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| **Operational/Strategic Planning:** | * To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the programme/subject * To contribute to the programme/subject’s Improvement Plan and its implementation * To plan and prepare courses, lessons and homework * To contribute to the School’s planning activities |
| **Curriculum Provision:**  **Curriculum Development:**  **Staffing**  **Staff Development:**  **Recruitment/Deployment of Staff:**  **Quality Assurance:**  **Management Information:**  **Communications:**  **Marketing and Liaison:**  **Management of Resources:**  **Pastoral System:**  **Teaching:** | To assist the Subject Leader /Head of Department and the Assistant Head Teaching & Learning, to ensure that the subject provides a range of teaching that complements the School’s Top Priorities.  To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the School’s Vision of Maximising success in a strong community..   * To take part in the School’s staff development programme by participating in arrangements for further training and professional development. * To take responsibility for continuing personal development in the relevant areas including subject knowledge and teaching methods. * To engage actively in the Appraisal process. * To ensure the effective/efficient deployment of classroom support. * To work as a member of a designated team and to contribute positively to effective working relations. * To help implement Assurance procedures and to adhere to those. * To contribute to the process of monitoring and evaluation of the Curriculum Area/Department in line with School’s procedures, including evaluation against quality standards and performance criteria. * To seek/implement modification and improvement where required. * To review from time to time methods of teaching and programmes of work. * To take part as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School. * To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers, etc. * To complete the relevant documentation to assist in the tracking of students. * To track student progress and use information to inform teaching and learning. * To communicate effectively with the parents of students as appropriate. * Where appropriate, to communicate and co-operate with persons or bodies outside School. * To follow agreed policies for communications in School. * To take part in marketing and liaison activities such as Open Evenings, Parents’ Information Evenings and liaison events with partner schools. * To contribute to the development of effective subject links with external agencies. * To contribute to the process of ordering and allocation of equipment and materials * To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources. * To co-operate with other staff to ensure a sharing and effective use of resources to the benefit of the School, Department and students. * To be a Group Tutor to an assigned group of students * To promote the general progress and well-being of individual students and of the Tutor Group as a whole * To liaise with relevant Pastoral staff to ensure the implementation of the Schools Pastoral System. * To register the Students in their Tutor Group, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of the school life. * To monitor and evaluate the progress of students and keep up-to-date student records as may be required. * To contribute to the preparation of Action Plans and Progress Files and other reports. * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * To communicate as appropriate with parents of the students and with persons or bodies outside the School concerned with the welfare of individual students, after consultation with the appropriate staff. * To contribute to the PSHCE and Citizenship programmes according to the School policy. * To apply the Behaviour Management System so that effective learning can take place. * To teach students according to their educational needs, including the setting and marking of work fortnightly (including homework). * To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students. * To undertake a designated programme of teaching. * To ensure a high quality learning experience for students that meets internal and external quality standards. * To prepare and update subject materials. * To use a variety of delivery methods that will stimulate learning appropriate to students needs and demands of the syllabus. * To maintain discipline in accordance with the School’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. To undertake assessment of students as requested by external examination bodies, Departmental and School procedures. * To mark, grade and give written/verbal and diagnostic feedback as required. * To provide differentiated tasks for students with SEND and of More Able and Talented students and those who are disadvantaged. |

**OTHER SPECIFIC DUTIES**

* To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
* To support the School in meeting its legal requirements for Worship.
* To actively promote the School’s corporate policies.
* To continue personal development as agreed.
* To comply with the School’s Health and Safety Policy and undertake Risk Assessments as appropriate.
* To undertake any other duty as specified by STOCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**PERSON SPECIFICATION**

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| **Qualifications and Professional Development**  **Values and Beliefs** | * Honours Graduate status, English * Qualified Teacher Status   The qualities and skills of individuals are underpinned by their values and beliefs. So as our staring point, we are looking for someone who believes in the same things we do and has similar values. These are:   * Sets high professional standards * A team player * Clear about what matters * sets the highest expectations of attitude and behaviour * Aspirational and ambitious for all * Learning-focussed * Outward-looking: believing in partnerships and willing to contribute to networks * Seeking technology based salutations which will change practice * Forward thinking * Positive about innovation and creative approaches * Committed to praise and celebration of success * Open and communication-focussed * Passionate about staff and student potential * Honest and trustworthy, displaying integrity * People-centred: caring and supportive of individuals * Demonstrates conviction about the transformational power of education * Strives of justice and fairness * Willing to listen and be persuaded by rational argument and evidence * Encouraging or risk taking * Relationship focussed * Accepting of student opinion and using their views to inform practice |