



BEDFORD  
FREE SCHOOL  
SERVING BEDFORD & KEMPSTON

## **JOB DESCRIPTION**

**Job Title:** English Teacher

**Reports to:** Head of English

**Direct Reports:** None

### **Overall Responsibilities:**

- To create and deliver challenging programmes of study in English
- To ensure that teaching and learning is supported by the most robust research and evidence
- To work as part of a teaching team and, where appropriate, help develop other teaching staff
- To maintain and further develop curriculum and subject specialism(s) and champion the implementation of the school's Teaching and Learning Policy
- To be a designated form tutor and the key home-school link for pupils

### **Main Duties:**

#### **Teaching and learning**

1. To teach effectively across a range of provision ensuring pupils and achieve excellent outcomes
2. To regularly assess and review individual pupils' progress and achievement and to communicate effectively with parents/carers in line with school procedures
3. To work with the Head of English to develop, implement and monitor effective schemes of work, course delivery, assessments, pupil surveys and pupil data in line with school policy
4. To ensure that teaching and learning is evaluated and action plans produced and implemented to promote best practice and ensure excellent pupil achievement
5. To work with other teachers and staff to identify, develop and deliver staff training
6. To remain up to date with national trends in education and in English and implement developments in curriculum design and delivery to reflect these
7. Where appropriate, to mentor staff new to teaching, staff undertaking teacher training programmes and other staff as appropriate
8. To develop and maintain a learning environment in line with the school's values
9. To deliver enrichment programmes by participating in electives and interventions.

#### **Data**

10. To target and monitor individual pupil progress and use data proactively to identify and drive individual and group improvement to maximise achievement
11. To propose actions based on data to the Senior Leadership Team

### **Safeguarding**

12. To be responsible for promoting and safeguarding the welfare of pupils and for raising any concerns in line with School procedures

### **Equality and Diversity**

13. To be responsible for promoting equality and diversity in line with School policies and procedures

### **Health and Safety**

14. To be responsible for following health and safety requirements in line with School policies and procedures

### **Training and development**

15. To participate proactively in training and development including qualification development required in the job role

### **Other responsibilities**

16. To undertake as required other duties and responsibilities relevant to the job as directed by the Principal.

May 2018

## PERSON SPECIFICATION

Job Title: English Teacher

	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> First Degree</li> <li><input type="checkbox"/> Qualified Teacher status</li> <li><input type="checkbox"/> GCSE Maths and English (Grade A-C) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of recent continuing professional development, including safeguarding training</li> <li><input type="checkbox"/> English degree at 2:1 or higher</li> <li><input type="checkbox"/> Masters degree</li> </ul>
<b>Knowledge / Experience</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Successful recent experience as a teacher at KS3 and/or KS4, with a track record of achieving successful outcomes for pupils at all prior attainment levels</li> <li><input type="checkbox"/> Ambitious for the amount of knowledge of grammar and literature pupils will have at age 16</li> <li><input type="checkbox"/> An understanding of the principles of assessment</li> <li><input type="checkbox"/> Experience of collecting and analysing pupil data to set, monitor and achieve pupil performance targets</li> <li><input type="checkbox"/> Experience of successfully supporting pupils as a form tutor or in a pastoral role</li> <li><input type="checkbox"/> Experience of working constructively to achieve team objectives and deadlines</li> <li><input type="checkbox"/> Through knowledge of current English developments in the National Curriculum</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Experience of creating and delivering engaging and challenging Programmes of Study</li> <li><input type="checkbox"/> Experience of delivering teacher training or mentoring</li> <li><input type="checkbox"/> Experience of identifying and delivering effective staff development to colleagues</li> <li><input type="checkbox"/> Experience of peer observation processes</li> </ul>

<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ability to consistently provide a high quality, welcoming and supportive learning experience for all pupils</li> <li><input type="checkbox"/> Ability to work effectively with people from diverse backgrounds</li> <li><input type="checkbox"/> Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution</li> <li><input type="checkbox"/> Ability to work in line with Bedford Free School's values of <ul style="list-style-type: none"> <li>- respect</li> <li>- honesty</li> <li>- high expectations</li> </ul> </li> <li><input type="checkbox"/> Confident IT user</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns</li> <li><input type="checkbox"/> Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</li> <li><input type="checkbox"/> Willingness to continuously update skills and knowledge</li> <li><input type="checkbox"/> Emotional resilience and a flexible approach accommodating changing priorities and working patterns</li> <li><input type="checkbox"/> Awareness of health and safety requirements relevant to the job</li> </ul>	