



Title of Post: Temporary Teacher of English	Salary: NQT/MPS/UPS
Department: Communications Faculty	Line Manager: Communications Faculty Leader

Key responsibilities as a Teacher of English:

To deliver outstanding teaching and learning of English and achieve excellent results for student to impact on the Free School more widely.

Key Responsibilities

- Plan, resource and deliver lessons to a high standard that ensure real learning takes place and students make good progress;
- Provide a nurturing classroom and school environment that helps students develop as learners;
- Help to maintain discipline in the classroom and across the whole school so that the behaviour of students in the classroom is consistent with the agreed standards of behaviour in the school;
- Contribute to the effective working of the school.

Main Core Employment Duties

Teaching and Learning

- With the direction from the subject line manager(s), plan and prepare effective teaching modules/units and lessons;
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment;
- To deliver appropriately differentiated activities to meet the learning needs of all pupils;
- Use regular assessments to monitor progress and set targets;
- Respond accordingly to the results of such monitoring;
- Ensure that all students achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving;
- Maintain regular and productive communications with parents, to report on progress, sanctions and rewards and all other communications;
- To promote high standards of care and presentation and the emphasise positive achievement;
- Have knowledge and awareness of the National Curricular requirements for your subject(s) and best educational practice in your subject(s);
- Using ICT as a tool to enhance learning for pupils in your subject(s);

School Ethos

- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships;
- Help to develop a faculty/department culture and ethos that is utterly committed to achievement;
- Maintaining a high quality level of visual display within the classroom;
- Willingness to contribute to the wider life of the school including an involvement in extra curricular activities.

Staffing

- To keep up to date with developments in your subject area(s);

- To work with your line manager(s) to design and deliver a successful subject curriculum so that it meets the aims of the school and the needs of all pupils;
- To work with your line manager(s), SENCO to measure that the individual needs of students within teaching groups are met.

Preparation

- To follow the specification and schemes of work devised in your department(s);
- To work in line with departmental and whole school policies;
- To prepare well for every lesson to meet the outcomes of the lesson;
- To set work for all classes, both pastoral and subject areas, if absent from school;
- Keep up to date with developments in your subjects area(s);
- To help to develop resources to enable courses to be delivered effectively.

Assessment/Recording and Reporting

- To provide constructive comments designed to correct misunderstanding and to consolidate learning when marking students' work;
- To take a register of students' attendance at all lessons;
- To report to parents/careers through parent meetings, options evening, less formal meetings or in writing as required;
- To provide rigorous and accurate tracking data when required, and at the intervals identified in the school calendar.

Other

- Undertake other various responsibilities as reasonably directed by your line manager(s) or member of the SLT;
- Assistance in pastoral responsibilities, normally in the role of form tutor.

Generic duties and responsibilities for all Batley Grammar School staff

Data Protection

- Being aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act's guidance.

Safeguarding/Child Protection

- Work in accordance with the school policies and guidance on Safeguarding/Child Protection, undertaking Safeguarding Child Protection training every three years and refreshers when required, reporting any concerns to the Designated Safeguarding Lead.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School's Health & Safety Policy and Procedures, co-operate with management, follow established schemes of work, use personal protective equipment where necessary, attend Health and Safety training, as required, and report defects and hazards to management.

Professional Standards

- Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed which reflect the expectations we have for students and pupils (Head's decision is final);
- All staff should arrive on time to commence their duties as described by their contracts;
- All staff are expected to attend on the days covered by their specific contract;
- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds;
- All staff are expected to treat each other, parents, students and member of the public with respect;

- Promote the school in the wider community.

Contributing as an effective and collaborative member of the School team

- Participating in training, as appropriate, to be able to demonstrate competence;
- Participating in First Aid training if required;
- Participating, as appropriate, in the on-going development, implementation and monitoring of the School and departmental development plans;
- Championing the professional integrity of the School;
- Use the Performance Management process to enhance your own practice in line with the school's aspirations and priorities;
- Supporting Teaching and Learning focus and the electronic management of processes, as appropriate;
- Actively sharing feedback on School policies and interventions, as appropriate;
- Undertaking any other reasonable request, within the capabilities of the post holder, as requested by the Headteacher.

Qualifications and knowledge	Identified by
Qualified to degree level	Application form /certificates
Qualified to teach (and work) in the UK	Application form / certificates
An understanding of current best practice in Mathematics education	Letter of application/ interview
The ability to offer Science at KS3 would be desirable	Application form / references
Skills and experience	
Evidence of continually improving the teaching and learning of their subject through schemes of work and extra-curricular activities	Application form/ interview
Establishes sound procedures to ensure good behaviour and discipline within the classroom	Application form / letter / interview
Successful, inspiring and innovative classroom practitioner	Application form /letter / interview
Good communication, planning and organisational skills	Application form / letter / interview
Excellent classroom teacher with a genuine passion and belief in the potential of every student	Application form / letter / interview
Curriculum	
To undertake a teaching timetable in years 7 to 11	Application form / letter /interview
To prepare lesson plans, teaching materials and aids	Application form / letter /interview
The assessment and recording of students' attainment	Application form / letter /interview
To have high expectations for accountability and consistency	Application form / letter /interview
The monitoring of students' progress	Application form / letter /interview
Development	
To attend and participate in faculty/departmental meetings, curriculum and pastoral team meetings	Application form / letter /interview
To follow school and departmental policies, including development policy	Application form / letter /interview
Commitment to regular and on-going professional development and training to establish outstanding classroom practice	Application form / letter /interview

Personal qualities and attributes	
A hard working, enthusiastic and dedicated professional	Letter of application /interview
The ability to inspire, motivate and support staff and students	Letter of application /interview
Willingness to contribute to extra-curricular activities	Letter of application /interview
Effective team worker and leader	Letter of application /interview
Good planning and organisational skills	Letter of application /interview
The ability to communicate effectively with staff, parents and students	Letter of application /interview
Other	
To act as a Form Tutor in the 11-16 age range	Application form / letter /interview
To give advice to students and parents	Application form / letter /interview
To attend Parents' and Information/Celebration Evenings/Events and Open Day	Application form / letter /interview

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications (QTS)
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed:

Signature of Teacher:

Date:

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.