



JOB DESCRIPTION

JOB TITLE: Teacher of English (with the option of a TLR for a suitably qualified or experienced candidate)

SALARY: Teacher's Pay Range

NO OF POSTS: 1

START DATE: As soon as possible.

JOB NO: JQATENG

SITE: Jewellery Quarter Academy

CLOSING DATE: 23rd Feb 2018

The Jewellery Quarter Academy is committed to ensuring successful outcomes for all students. The priority of our Academy is to ensure that every student has opportunities to succeed.

We are looking to appoint a Teacher of English who may also take leadership responsibilities if appropriate (TLR). You will be joining an academy team whose sole aim is to ensure that all students get the very best support, care and guidance that enables them to achieve their very best. Please view the website to learn more about the academy.

It is vital that everyone within the organisation plays their part in our academy. The ability to be flexible and versatile will be fundamental within this role.

The Jewellery Quarter Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

How to apply

Please email Karen Bailey (HR Officer) at kbailey@pbat.co.uk who will email you an application form which you must complete and return to Karen with a letter of application (no more than 1 side of A4) explaining why you would like the position and including your experience, skills and qualities that you believe make you suitable for the role

Post Requires Police / DBS Clearance:

Yes

Is the job exempt from the Rehabilitation of Offenders Act?

Yes

Is the post exempt from job share

Yes

This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of Teachers contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

Job Purpose:

- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth whilst fostering the academy's ethos providing equal opportunities for all.
To take an active responsibility for the safeguarding and welfare of all pupils and young people within the academy.

Teaching:

Teach consistently high quality lessons.

Deliver the curriculum in line with the relevant key stage groups.

Be a role model for students, inspiring them to be actively interested English.

To maintain appropriate records and to provide relevant accurate and up-to-date information for registers and Progresso.

Identify individual pupil capabilities, plan and distinguish teaching methods appropriately to build and develop pupil learning.

Be responsible for the teaching materials and programmes as appropriate.

Prioritise and manage time effectively, ensuring continued professional development in line with the role to follow the academy policies and procedures. To ensure the effective/efficient deployment of classroom support.

To maintain discipline in accordance with the academy procedures and to encourage good practice with regards to punctuality, behaviour, standards of work and homework.

Updating professional knowledge and expertise as appropriate to keep up-to-date with developments in teaching practice and methodology, in general, and in the curriculum area of English studies.

Be aware of departmental and academy health and safety measures, including relevant risk assessments.

To set cover work during any leave of absence.

Assessment, Feedback and Tracking:

To follow department monitoring and tracking systems and policies relating to students attainment, progress and achievement.

Mark, grade and give written/verbal and diagnostic feedback as required.

Undertake assessment of students as requested by external examination bodies, curriculum areas and academy procedures.

To take part in Open Evenings and Parents' Evenings and any other event that provides our academy.

Staff Development:

To continue personal development in the relevant areas including subject knowledge and teaching.

Engage actively in the Performance Management process.

Participate in whole academy CPD programmes.

Student Support and Progress:

To be a Form Tutor to an assigned group of students if and when required.

To promote the general progress and well-being of individual students and the Tutor Group as a whole.

To liaise with the relevant pastoral leaders to ensure the implementation of the student support system.

To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.

To alert the appropriate staff to problems experienced by students in the Tutor Group.

To communicate as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of the individual students, after consultation with the appropriate staff.

Safeguarding:

- Be fully aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the academy.
Comply with the academy's Safeguarding Policy in order to ensure the welfare of children and young persons.

Personal Responsibilities:

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote academy policies and procedures.
- To undertake duties before the academy day, at break, during the lunch period and after the academy day on a rota basis. To attend meetings scheduled in the academy calendar.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher



PERSON SPECIFICATION

JOB TITLE: Teacher of English

SALARY: Teachers Pay Range(with the option of a TLR for a suitably qualified or experienced candidate)

EFA DEPARTMENT: Education

SITE: Jewellery Quarter Academy

Method of Assessment (M.O.A.)

AF = Application Form I = Interview T = Test P = Presentation
TT = Teaching Task

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A
Education/Qualifications	English Degree (Or relevant /PGCE or recognised equivalent.	<ul style="list-style-type: none"> • Qualified Teacher Status. • Further relevant professional qualifications and professional development work. • Teaching Experience 	AF/I
Skills & Abilities	Ability to prioritise workloads Ability to work on own initiative. Willingness to adopt new strategies for improving and maintaining pupil engagement and learning Ability to inspire children and adults with an enthusiasm for learning. Good interpersonal and communication skills. Good team player.	Willing to contribute to department development.	I/TT
Knowledge and experience	Knowledge of best practice for Teaching and Learning. Up to date knowledge of current learning strategies. Professional understanding of the educational needs of children.	Evidence of continuous professional development. Understanding of current educational issues.	I

OTHER	Enthusiasm for English Recognition of the diversity in cultures and nationalities within the academy. Willingness to be involved in extracurricular activities Commitment to the highest standards of child protection		AF/I
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**ALL STAFF ARE EXPECTED TO BE COMMITTED TO PERRY BEECHES THE
ACADEMY TRUST EQUALITY POLICY**