



**South Tipton Campus Site, Alexandra Road, Tipton, West Midlands DY4 7NR**  
**Tel: 0121 533 5806**

## **Job Title: English Teacher**

### **Job Description**

Department: Children's Services Education

Post: Full Time

Location: Albright Education Centre

Terms and Conditions: Teachers

Grade: MPS/UPS

Car Allowance: Casual

#### **Purpose of Job:**

- The postholder is required to carry out under the reasonable direction of the Head Teacher (or Head of Service) the professional duties of a teacher which are set out in the relevant paragraphs of the School Teachers Pay and Conditions Document and any subsequent amendments.
- To deliver education provision for children and young people for whom attendance at school is problematic due to physical, psychological or psychiatric difficulties
- To support and facilitate learning, enabling pupils to achieve their individual potential
- To assist in ensuring that all developments in this area of work follow the principles of partnership and inclusion.
- To liaise with English lead for the planning and delivery of English at Key Stage 3 and 4.
- To prepare pupils for national tests and GCSEs
- To promote literacy across the school

Report to: English Lead

#### **Responsibilities as a classroom teacher**

1. To prepare and deliver lessons to pupils both in the centre and on home tuition which follow departmental schemes of work and meet the needs of the individual pupils
2. To assess, monitor and report pupil's progress according to departmental and centre policy

	<ol style="list-style-type: none"> <li>3. To record and use data on pupils prior and ongoing performance/learning characteristics to inform effective target setting and lesson planning and to enable pupils to fulfil their potential</li> <li>4. To contribute to all developmental and organisational priorities within the departmental development plan</li> <li>5. Maintain good order and discipline among pupils safeguarding their health and safety both on site and when engaged in authorised activities elsewhere.</li> <li>6. To share and support the whole service responsibilities for providing opportunities for the personal and social development of pupils.</li> <li>7. To follow all departmental policy and procedure.</li> <li>8. To ensure learning support staff are able to effectively fulfil their role in supporting the learning of pupils.</li> <li>9. To report on pupil progress every half term.</li> <li>10. To monitor and respond to issues regarding attendance following school guidelines</li> <li>11. To use all data/information received to monitor and promote the overall progress, development and well-being of pupils.</li> <li>12. Undertake target setting every half term with individual pupils to facilitate progress</li> <li>13. To keep the English Lead fully informed of the issues which could affect student achievement.</li> <li>14. To support the personal and social development of pupils.</li> <li>15. To follow pastoral policy and procedures.</li> </ol>
<p><b>Responsibilities as a member of staff:</b></p>	<ol style="list-style-type: none"> <li>1. To ensure an appropriate individual response to whole service priorities.</li> <li>2. To engage actively in the Performance Management Review Process.</li> <li>3. To implement all school policies.</li> <li>4. To attend meetings as required.</li> <li>5. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> <li>6. To support schools when appropriate in developing and implementing support systems for pupils unable to attend mainstream school because of their special circumstances.</li> <li>7. To write reports every term and contribute to Pupil Reviews.</li> </ol>
<p><b>Personal Qualities: the Post holder is expected to :</b></p>	<ol style="list-style-type: none"> <li>1. To actively support and promote the curriculum, pastoral and spiritual aims of the School.</li> <li>2. Be prepared to teach across the age and ability range.</li> <li>3. Be committed to team work within all aspects of the school</li> </ol>

	<p>4. Be pro-active in terms of furthering their professional knowledge and skills.</p> <p>5. Be punctual for all commitments.</p> <p>6. Be professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</p> <p>7. Undertake other duties as directed by the Head teacher.</p>
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**General**

- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
- **The successful candidate will be asked to apply for an enhanced criminal disclosure check through the Criminal Records Bureau at the appropriate level.**
- It is your responsibility to carry out your duties in line with the Council’s policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for who you are responsible, in line with this policy and the Equality Act 2010.
- Albright Education Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- This job description is a representative document and is not necessarily a comprehensive definition of the post. Such other duties as may be appropriate to achieve the objectives of the post may be allocated from time to time commensurate with the post holder’s salary grade, abilities and aptitudes following consultation between the Head Teacher and the postholder.

Issued by: \_\_\_\_\_  
 (Head Teacher/Head of Service)

Date of issue: \_\_\_\_\_

Received by: \_\_\_\_\_  
 (Postholder)

Date received: \_\_\_\_\_

One copy of the Job Description should be retained by the Head Teacher/Head of Service, one copy given to the postholder and one copy sent to HR Service Centre.

**Albright Education Centre  
Appointment of teaching staff  
Personnel Specification**

<b>Post title: English Teacher</b>	<b>Completed by: Kate Hazelwood Date: 14.10.19</b>
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<b>Personal Attributes Required</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by application form, interview or reference</b>
<b>Qualifications</b>		
Qualified Teacher Status or working towards QTA Team Teach or equivalent	E D	A A
<b>Experience</b>		
Teaching experience in a mainstream secondary school, special school or PRU	E	A
Relevant experience and direct involvement in motivating children and young people with difficulties attending school	D	A + I
Relevant experience of flexible arrangements for curriculum delivery	E	A + I
Experience of collating, producing and interpreting departmental progress data	E	A + I
<b>Knowledge/Skills/Abilities</b>		
Good Communication skills – verbal, written	E	A + I
Ability to communicate with a diverse range of partners and agencies	E	A + I
Ability to engage constructively with, and relate to, a wide range of young people and families/carers from different ethnic and social backgrounds.	E	A + I
Ability to identify potential barriers to access and jointly engage in strategies to overcome these barriers.	E	A + I
Potential in the skills of networking, counselling, facilitating and developing others.	E	I
Commitment to equal opportunities, social inclusion, team work and professional development	E	A + I