**JOB DESCRIPTION: English Literature Teacher – Baston House School**

**RESPONSIBLE TO*:***  Headteacher

**JOB SUMMARY***:* Encourage, monitor and record the progress of individual pupils and devise and adapt resources to suit individual needs. To progress all students towards accreditation at appropriate levels, providing continuous assessment, reporting and recording.

Promote the safety and well-being of the children and young people. Keep up to date with developments in curriculum subject areas, new resources and teaching methods.

#### **HOURS OF WORK*:*** 40 hours per week, Term Time

**DUTIES AND RESPONSIBILITIES**

1. To fully support the development and delivery of a broad, balanced and relevant curriculum to the young people, in accordance with their age, aptitude, ability, any special educational needs and to a standard appropriate for a registered school.
2. To demonstrate an understanding of the difficulties faced by all young people and to ensure that an inclusive approach is implemented at all times to foster achievement and challenge discrimination.
3. To ensure that the school’s Child Protection and Safeguarding policies and procedures are promoted within the school and adhered to by all members of staff.
4. To ensure the process of educational assessment for each young person both on entry and during their time at the school is carried out and to contribute to the development of an Individual Learning Plan for each of the students that meets their individual needs, and where applicable, meets the particular requirements outlined in the young person's EHCP.
5. To maintain a current and sound knowledge of the relevant legislation regarding education.
6. To display a professional commitment to the education, welfare and health & safety of the young people in the school.
7. To undertake on-going assessment of the pupils attainment and achievement in relation to the schemes of work.
8. To work co-operatively and collaboratively with all staff to ensure the delivery of a high quality multi-disciplinary approach and to maintain close liaison with parents or carers.
9. To prepare pupils for external examinations, such as GCSE’s, BTEC, ASDAN, AQA, EPQ course work, accreditation and assessment and administering and invigilating these examinations.
10. To manage pupil behaviour in the classroom and on school premises, applying appropriate and effective measures.

11. To supervise and support the work of teaching assistants.

1. To lead on specific subjects including schemes of work and long, medium and short term planning.
2. To participate in extracurricular activities.
3. To participate in departmental meetings, parents' evenings and whole school training events.
4. To liaise with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers as and when necessary.
5. To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews as arranged by the Headteacher.
6. Undergo regular observations as part of continuing professional development (CPD).
7. To develop and maintain detailed records of pupils’ progress including records of achievement.
8. To plan termly programmes of study and produce weekly lesson plans that include evaluation of each pupil’s performance thereby informing future planning.
9. To evaluate the success of lessons including young persons' performance and use the information to plan the next lesson in the unit.
10. To maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole.
11. To write reports, reviews and attend meetings as required by the Headteacher.
12. To organise and participate in the internal and external whole school activities.
13. To ensure home-school communication is kept to a high standard.
14. To undertake form teacher responsibilities such as liaise with school staff, parents and other relevant agencies in a timely and professional manner.
15. To contribute in producing annual review documents as well as attending them whenever necessary.
16. To update relevant documents relating to the pupil in the form group.
17. To support the development and maintenance of good relations with the local community.

# To carry out further duties as directed by the Headteacher.

1. To help ensure that subject matter and learning resources reflect Outcomes First Group and school policies on race and gender equality.

###### ENGLISH LITERATURE TEACHER – BASTON HOUSE SCHOOL PERSON SPECIFICATION

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| Education/Qualifications | **Essential** | **Desirable** | **Method of Assessment** |
| Qualified Teacher Status. |  |  | Application Form  Certificates |
| Degree Level Qualification/DCFS Registration. |  |  | Application Form  Certificates |
| Knowledge & Experience |  |  |  |
| Evidence of working in a child protection environment or of child protection issues, procedures and legislation. |  |  |  |
| Experience of working with young people with emotional & behaviour difficulties. |  |  | Application Form  Interview |
| A good working knowledge and understanding of curriculum requirements and assessment procedures. |  |  | Application Form  Interview |
| A good working knowledge and understanding of Key Stages (appropriate to setting). |  |  | Application Form  Interview |
| Skills & Abilities |  |  |  |
| Excellent communication skills (written and verbal) and able to form and sustain positive working relationships. |  |  | Application Form  Whole Process |
| Competent in ICT. |  |  | Application Form  Interview |
| Ability to manage personal and professional boundaries and to deliver a consistent level of teaching with exemplary standards of planning, preparation, marking and record keeping. |  |  | Application Form  Interview |
| Able to work in collaboration with the Head Teacher and education colleagues in delivering consistent behaviour management techniques. |  |  | Application Form  Interview |
| Ability to understand the differing dynamics and distinguish between the differing needs of individual pupils. |  |  | Application Form  Interview |
| Ability to direct, lead and motivate individuals and the team. |  |  | Interview |
| Ability to recognise and deal with conflict and challenging situations. |  |  | Interview |
| Able to use initiative and work autonomously within the boundaries of the role. |  |  | Interview |
| Committed to anti-discriminatory practice and anti-oppressive approach and able to translate this attitude into practice. |  |  | Interview |
| Commitment to personally undertake further training and development. |  |  | Interview |
| Commitment to supporting a whole school ethos including child welfare and safety. |  |  | Interview |
| Evidence of a good attendance record. |  |  | Interview |

**This position involves occasionally travelling to various locations to take young people on trips and visits, training etc. It is therefore expected that you can fulfil this requirement.**