



TEACHER OF ENGLISH

Sir John Deane's Sixth Form College (Northwich)

NSP1 – NSP 9

Depending on Qualifications and Experience

Job Description & Person Specification

Job Description

Reporting to

Head of Department

Main Responsibilities

Teaching and Learning

1. Planning and preparing courses and lessons.
2. Teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in college and elsewhere.
3. Assessing, recording and reporting on the development, progress and attainment of students.
4. Continually developing your understanding and practice of teaching and learning strategies, ensuring that the learning space you create and maintain is dynamic and student centred.

In each case having regard to the curriculum for the College.

Other Activities

1. Safeguarding and promoting the general progress and well-being of individual students and of any class or group of students assigned to you.
2. Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions making relevant records and reports.
3. Making records of, and reports on, the personal and social needs of students.

4. Actively relationship building, communicating and consulting with the parents/carers of students.
5. Actively communicating and co-operating and offering support with persons or bodies outside the college to contribute to the community and continuing to raise standards.
6. Participating in meetings arranged for any of the purposes described above.
7. Always being a role model for students.

Assessments and Reports

1. Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students in line with college policy.
2. Providing developmental feedback which allows students to achieve beyond their minimum grade.

Appraisal and Professional Development

1. To engage in the annual lesson observation process of the College and seek to enhance own practice.
2. To set and work towards achieving targets in partnership with your Head of Department.
3. To actively seek, and where required engage in, professional development to enhance practice.

Discipline, Health and Safety

1. Maintaining good order and discipline among the students and safeguarding their health and safety, both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

Staff Meetings

1. Participating in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements.

Cover

1. Supporting the College in maintaining good levels of education for all students.
2. Providing reasonable cover at key times in negotiation with the Head of Department.

Public Examination

1. Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangement for students' presentation for, and supervision during, such examinations.

Leadership

1. Contributing to the selection for appointment and professional development of other teachers and supporting staff, including the induction and assessment of new and probationary teachers.
2. Taking such part as may be required of you in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the College.

Administration

1. Participating in administrative and organisational tasks relating to such duties as are described above, including the management or supervision of persons providing support of the teachers in the College and the ordering and allocation of equipment and materials.
2. Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after college sessions.

Commitment to Ethos and Culture

1. Adopting a 'can do', problem solving approach to challenges and seek to be positive within college.
2. Adopting an enthusiastic, compassionate, creative and respectful approach to all activities and all relationships which take place with the Sir John Deane's community.
3. Supporting for others, seeking support and guidance for oneself and supporting the College leadership team to create a working environment which seeks to allow everyone to be at their best every day.

Person Specification

	Desirable	Essential
Qualification		
A strong academic background at both level 2 and level 3 (eg GCSE / O Level and A level / BTEC respectively)		✓
A good degree qualification in the specific subject or related discipline		✓
PGCE/QTS or equivalent teaching qualification (<i>including School Direct training</i>)		✓
Experience		
Successful teaching experience at least at key stage 4 in the subject or related field, either in post or as a trainee/student teacher		✓
Successful teaching experience specifically in the subject, and qualification level of the position advertised, either in post or as a trainee/student teacher	✓	
Knowledge, Skills and Attributes		
A strong work ethic, drive and desire to pursue academic excellence of students		✓
A good and effective understanding of impactful teaching and learning		✓
A professional approach which fully reflects the College's core values of: <i>Curious, Caring and Responsible</i>		✓
If a practicing teacher, a strong and consistent track record of impressive student outcomes	✓	
An ability to teach to a similar standard a second subject, in addition to the subject advertised.	✓	
Strong organisational, administrative and time management skills.		✓
A clear and strong communicator		✓
Interpersonal Skills		
Punctual and reliable		✓
Enthusiastic approach to teaching and learning		✓
Ability to adapt to changes in the workplace		✓
Flexible approach and positive attitude towards work		✓
Personal Qualities		
Ability to work under pressure and prioritise effectively		✓
Commitment to safeguarding and equality		✓
Commitment to maintaining confidentiality and data protection		✓
Commitment to equal opportunities and securing good outcomes for students with SEND or a disability		✓
Excellent team player		✓