



North East  
Learning Trust

WE'RE LOOKING FOR A

**TEACHER OF**

**ENGLISH**

TO JOIN OUR TEAM

# Teacher of English

Required January 2020

Salary: MPS/UPR

We are seeking to appoint a passionate, inspirational and innovative teacher of English to join our fast-moving, forward-thinking Multi-Academy Trust

## We are looking for a practitioner who has:

- Relevant training and experience of successful teaching and learning
- High expectations and standards in achievement and behaviour
- A firm belief and strong commitment to inclusive education
- A clear understanding of how children are motivated and learn effectively
- A creative approach to encourage children to take ownership of their own learning
- Energy, commitment, enthusiasm and initiative
- The ability to work collaboratively and flexibly as part of a highly skilled team and form positive relationships with children, parents, staff and other professionals
- The ability to deliver outstanding teaching

## Deadline:

**Wednesday 16 October 2019**

Shortlisting will take place on 17 October with interviews commencing week beginning 21 October 2019.

## How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to [faye.chase@nelt.co.uk](mailto:faye.chase@nelt.co.uk) or by post to Faye Chase, Hermitage Academy, Waldrige Lane, Chester-le-Street, DH2 3AD

## Job description

### Responsible to

Headteacher/ Head of Department

You will be required to teach English to students across the age and ability range within the North East Learning Trust. You will be a committed and enthusiastic member of staff, developing positive working relationships with students, teaching staff, other professionals and parents/carers.

### Duties and responsibilities:

- To plan and deliver lessons effectively to meet the varied and special educational needs of students and to maintain appropriate records of teaching.
- To mark and assess the work of students in accordance with school and departmental policies and to maintain appropriate records of student attainment and progress.
- To set and mark homework in accordance with school policy.
- To manage behaviour effectively to ensure a good and safe learning environment, in accordance with the school's behaviour policy and to ensure that students complete school planners.
- To contribute to the appearance and ethos of the Trust through the maintenance of a pleasant learning environment within the classroom and departmental areas.
- To actively celebrate the achievement of students using school systems to praise and reward.
- To participate in general supervisory duties in accordance with published duty rotas.
- To participate in required meetings with colleagues and parents/carers
- To liaise with colleagues in other departments as appropriate.
- To participate in professional development and Performance Management reviews in line with school policy.

### **Enhancing own knowledge, skills and understanding:**

- To continuously develop your range of teaching and learning strategies for supporting the development and progression of individual students.
- To keep up-to-date with developments and initiatives in the subject area.

### **Professional development and raising awareness:**

- To be an active member of the school's English Department.
- To work with relevant staff to identify and address the needs of students.
- To plan differentiated material to support all students.
- To participate proactively in professional development initiatives.

### **Curriculum and extra-curricular provision:**

- To contribute in developing/reviewing/revising schemes of work and engaging and challenging resources.
- To contribute to the creation, planning and organisation of extra-curricular activities to promote the subject and enhance students' learning.

### **Sharing information:**

- To ensure the efficient exchange of information regarding students both within the school and with other institutions/external agencies, as necessary.

### **Support and monitoring:**

- To mark and record students' work in line with departmental and school policies.
- To assess in line with departmental and school policies the ability of individual students; transfer that assessment to school records and to reports for parents; to communicate assessment details and data to tutors in preparation for parents' progress evenings.
- To prepare and conduct assessments of students' learning as and when required and submit data regarding students' progress into the school management information system.
- To liaise with others involved in supporting students' learning.
- To develop and maintain links with subject and pastoral staff to support, monitor, assess and evaluate the progress of individuals.
- To support students' social and emotional needs.
- To foster good relationships and liaison with parents/carers.

### **Management of information:**

- To ensure the maintenance of accurate and up-to-date information concerning students' learning and progress.

### **Communication:**

- To ensure effective communication/consultation as appropriate with the parents/carers of students.

### **Additional duties:**

- To carry out duties as appropriate to the position of a classroom teacher within school.
- To carry out duties as appropriate to the position of a pastoral tutor.
- Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person specification

	Essential	Desirable
Education/ training	<ul style="list-style-type: none"> <li>AAT Level 2 or equivalent qualification</li> <li>Commitment to continued professional development</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Minimum of 2 years' experience in a finance role</li> </ul>	<ul style="list-style-type: none"> <li>Proven track record of exam success at KS4</li> <li>Experience of organising and participating in extracurricular activities</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>Excellent IT skills, experience in Excel and Word</li> <li>Excellent communication skills</li> <li>Working knowledge of financial systems and controls</li> <li>Ability to prepare, analyse and report information</li> </ul>	<ul style="list-style-type: none"> <li>Ability to adapt teaching to recognise new and emerging technologies</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Organised</li> <li>Ability to work flexibly according to the needs of the Trust</li> </ul>	

## **References:**

Any relevant issues arising from references will be taken up at interview.

## **DBS and pre-occupational health:**

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

## **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.