

COGNITA

Role Profile: Teacher of English

Purpose

To teach English across KS 3 and 4 and support the Head of English in developing the literacy skills and a love of the subject. The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay & Conditions document. It may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary & job title.

Key Accountabilities

General Information

The Year 9 cohort in September 2020 will be the first ever Senior School Year at Downsend. Therefore, this post offers the suitable candidate a fantastic opportunity to assist in managing the transition towards a 'through school' model. The post holder will be comfortable teaching class English across Key Stages 2-4 and have high expectations of pupil behaviour and achievement and will be vital in creating an environment which will allow pupils to be sufficiently well prepared for GCSE exams in the future.

Relationships

The post holder is responsible to the Headmaster in all matters and will work closely with the Senior Leadership Team in the following capacities:

- the Heads of School in respect of pastoral and curriculum matters, as well as organisation of the school day
- the Head of Marketing and Admissions in respect of marketing activity
- the Business Manager (BM) in respect of issues relating to the organisation, ordering and funding of resources

The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships to promote mutual understanding of the school structure, with the aim of improving the quality of life within the School. It is of paramount importance that we appoint the right person to join a successful and ambitious school.

Leadership and Management

- Play a pivotal role in supporting the Head of English and be an outstanding role model
- Assist in establishing a clear ethos, positive atmosphere and attractive environment
- Help to promote a strong team spirit and take a personal, as well as professional, interest in the welfare of department members
- Ensure that all pupils are appropriately challenged, make strong progress and are enthused and inspired by their English lessons
- Ensure the highest standards of the teaching and learning of English
- Plan and provide a stimulating, invigorating and motivating learning environment, ensuring that learning resources are well organised and accessible to staff and pupils, as well as embracing pupils' work

- Be aware of new developments and advances in the direction of English teaching and take an active interest in professional development
- Ensure that appropriate resources are in place when preparing pupils in readiness for external examinations

Standards and Quality Assurance

- Support the aims and ethos of the school
- Set an outstanding example in terms of dress, punctuality and attendance
- Attend and participate in Open Days and whole-school events and performances
- Uphold the school's behaviour code and uniform regulations
- Attend weekly departmental/faculty meetings
- Remain up to date in current pastoral development and professional practice
- Attend, as directed, meetings, development sessions and INSETs

Teaching and Learning

- Teach across Years 7-11, carrying out teaching duties as requested
- Contribute widely to the extra-curricular life of the school
- Work with the G and T Coordinators to provide pupils with opportunities for extension and enrichment

Assessing and Reporting

- Use IT to assist reporting and administration
- Maintain detailed records of pupils, liaising closely with the SENCO and other colleagues involved in the tracking and monitoring of pupils
- Write reports, advise at Parents' Evenings and communicate effectively with parents about their child's progress
- Work within the Code of Practice relating to Special Educational Needs

Health and Safety

The safety of pupils is paramount, and the postholder must support the school in ensuring:

- The resources are maintained in a safe condition for the pupils and School staff
- Staff carry out operations in accordance with School policy and departmental codes of safe working practice
- All accidents are reported to the BM via the Accident Report Form procedure
- The Headmaster and Business Manager are kept informed of any concerns regarding Health and Safety and safe working practices

Safeguarding Responsibilities

- Comply with safeguarding policies, procedures and code of conduct
- Demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- Ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- Engage in safeguarding training when required

Key Stakeholders:

Internal – Pupils, Parents, Staff, Cognita SSC

External – Prospective families, feeder and Senior schools, local community

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A good Honours graduate 	
Skills	<ul style="list-style-type: none"> An outstanding & qualified teacher with strong leadership skills & a proven track record of success An enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education; Calmness & efficiency & the ability to work under great pressure at certain times A cheerful & well-presented person, capable of inspiring confidence in colleagues, pupils & parents, & an effective public speaker Excellent communication skills (oral, written & use of ICT) Outstanding organisational & administrative skills 	<ul style="list-style-type: none"> Very high expectations of pupils' attainment, progress & behaviour A keen & self-motivated practitioner, who wishes to be a committed team member in a successful section of the School An exceptional, dynamic & committed leader who will inspire high levels of confidence in colleagues, pupils & parents Proven track record of high achievement and examination success
Experience	<ul style="list-style-type: none"> Understanding of the nature of independent education & high expectations Eager to learn & attend INSET as necessary Aware of Health & Safety issues Prepared to commit to the School's all-round ethos 	<ul style="list-style-type: none"> Experience of the expectations associated with life in a busy independent school Accompanying and/or leading subject related trips and tours Experience of being an effective Form Tutor
Other	<ul style="list-style-type: none"> Willingness to work hard, with energy & enthusiasm, avoiding the Monday-Friday, 9-5 approach 	

Signed: Name (print):

Date: