



## Job Description

|                      |  |
|----------------------|--|
| <b>Job Title:</b>    | Teacher of English (KS3/4)   |
| <b>Salary:</b>       | Dependent on existing salary and experience                          |
| <b>Reporting to:</b> | Head of Department (English)   |
| <b>Location:</b>     | Colchester High School, Wellesley Road, Colchester, Essex<br>CO3 3HD |

### **POST TITLE: English Teacher**

#### Experience

- Exemplary classroom practitioner
- Experienced teacher of English.
- An awareness of curriculum issues relating to English.
- Meeting the needs of students with Special Educational Needs and the Gifted and Talented
- Awareness and promotion of the use of English in the curriculum
- Pastoral work in a school setting

#### Qualifications

- Degree in an appropriate English related discipline
- PGCE or other appropriate teaching qualification

#### In-Service Training

- Up to date subject knowledge and skills
- A programme of relevant recent courses undertaken

#### Skills

- High order administrative skills
- An ability to lead and inspire pupils of all abilities
- Establish clear expectations and constructive working relationships amongst staff and pupils
- An ability to motivate and encourage participation in English both inside and outside the classroom

- Proven communication, organizational and interpersonal skills
- An ability to work effectively as part of a team but also to be able to work independently
- English competence
- Personal Skills and Qualities
- Confidence, tenacity, flexibility and adaptability
- High level emotional intelligence
- Empathy for pupils, parents, staff and the community
- Energy and commitment
- A sense of humour and can-do attitude
- Willingness to offer extra-curricular activities

The above list is not exhaustive and you may be required to undertake other duties that are generally in line with the above responsibilities from time to time.



## Person Specification

### English Teacher

|                       | Essential  | Desirable   |
|-----------------------|--|---|
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>Fully accredited Qualified Teacher Status</li> <li>If Qualified post Sept. 1999, successful completion of the Induction Year.</li> </ul>  | <ul style="list-style-type: none"> <li>Successful Completion of a Returning to Teaching course (If the applicant has had a break from active service)</li> <li>Evidence of recent significant further professional development</li> </ul> |
| <b>Skills</b>         | <ul style="list-style-type: none"> <li>Effective communication &amp; interpersonal skills – relate with tact &amp; discretion to people at all levels</li> <li>Articulate – able to convey educational information to parents and pupils.</li> <li>Attention to detail.</li> <li>Ability to multi-task.</li> <li>A thorough and up to date knowledge of his/her subject specialism.</li> <li>Knowledge of child protection guidelines and procedures.</li> <li>The ability to use a range of classroom management and teaching strategies</li> <li>The ability to challenge and support all pupils to 'do their best'.</li> <li>Basic understanding and competence in IT.</li> <li>The ability to be flexible in adapting to different methods of lesson planning, work presentation, classroom organisation and codes of behaviour management.</li> </ul> | <ul style="list-style-type: none"> <li>Knowledge and understanding of Positive Behaviour Management</li> <li>Knowledge of the SEN Code of Practice and its application</li> </ul>   |

|                   |   |   |
|-------------------|---|---|
| <b>Attitude</b>   | <ul style="list-style-type: none"> <li>• Team worker.</li> <li>• Self motivated &amp; able to work on own initiative.</li> <li>• Able to think flexibly &amp; laterally.</li> <li>• Willing to take an active part in all aspects of school life.</li> </ul>  | <ul style="list-style-type: none"> <li>• Sensitivity to the need to respect the 'ownership' of information gained from schools and observe professional discretion.</li> <li>• An ability to accept responsibility for planning and sustaining his/her own professional development.</li> <li>• Willingness to contribute to whole school initiatives and support school improvement programmes.</li> </ul> |
| <b>Experience</b> | <ul style="list-style-type: none"> <li>• Successful teaching within the age range for which the applicant is applying</li> <li>• Successful teaching within the requirements of the national curriculum</li> <li>• Experience of working as part of a school team developing whole school policies</li> <li>• Experience in planning and managing the work of classroom assistants/learning support assistants</li> </ul> |   |

## WELFARE OF CHILDREN

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed