



## **Introducing the English Department**

The English department at Oldbury Wells consists of dedicated team of teachers, reflected in our good examination results in recent years. We aim to provide students with a broad and balanced curriculum, fostering a love of reading and a creative approach.

The department currently consists of 4 full time teachers, including the Head of Department and Second in Department, supported by the input of 2 part-time members of staff.

In Key Stage 3, we focus very much on developing and building on the skills our students bring with them from primary school, aiming to encourage independence of ideas and learning in preparation for the demands of Key Stage 4.

In Key Stage 4, we follow AQA English Language and English Literature, with all students entered for both subjects.

Staff enjoy being part of a successful, close-knit, and supportive team and sharing ideas and collaborative practice is at the heart of everything we do. We look forward to meeting you and answering any questions you might have.

# Oldbury Wells School

## Job Description – Teacher of English

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<b>Title:</b>	<b>Teacher of English</b>
<b>Reports to:</b>	Director of Learning (English)
<b>Salary:</b>	MS1 - US3
<b>Responsible for:</b>	Delivery of Curriculum Programme

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### Key Duties and Responsibilities

- To be responsible for adding value to every learner in each teaching group benchmarked against national criteria and data.
- To deliver, plan and prepare lessons in accordance with the planned curriculum.
- To deliver learning by utilising School Policies.
- To work as part of and contribute to developments across the English team to ensure a creative and innovative learning and teaching occurs in every lesson.

### Teaching and Learning

- Use a variety of learning and teaching strategies to deliver outstanding lessons to all students ensuring pace and challenge are maintained.
- Understand and integrate the use of New Technologies into learning experiences in order to raise levels of achievement.
- Plan lessons and extended learning opportunities in line with Schemes for Learning.
- Ensure learning objectives and outcomes are communicated to every learner in line with School policy.
- To differentiate appropriately, taking into account individual learner needs.
- Make use of extended learning opportunities for use outside of School lessons.
- Utilise effectively, Learning Support staff in lessons.
- Participate in the School Improvement Framework
- Work efficiently and creatively using the full range of resources available, including other adults and mentors.
- Provide a positive learning climate within lessons to promote a meaningful staff – student relationship and interaction.
- Adhere to the Schools Behaviour for Learning Policy and ensure implementation in everyday life.
- Regularly evaluate the progress of students in relation to their prior attainment and use data to inform teaching and learning.
- Report, as required, in line with the Schools Reporting for Learning Policy to a variety of stakeholders including students, parents, line managers and the Senior Leadership Group.
- Mark work in accordance with the School's Assessment for Learning Policy providing both formative and summative feedback on a regular basis.
- To take responsibility for individual professional development and use the outcomes to improve learning and teaching.

- To demonstrate a thorough and up-to-date knowledge of learning and teaching taking into account wider curriculum developments, which are relevant to your work, e.g. National and Department for Education initiatives.
- To be aware of the School's Anti-bullying Policy and support students as necessary.
- To maintain good order and behaviour for learning among students, with particular regard to Health and Safety, both on the school premises and when engaged in authorised activities elsewhere.

### **Wider Professional Effectiveness**

- Participate in and engage with School Inset and Professional Development, whether in-house or external.
- Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
- Disseminate the outcomes of Inset to other staff and ensure that the Senior leadership group are aware of such innovation and cutting edge development.
- Effectively contribute to the School improvement planning process.

### **Role Model**

- Ensure that 'no student is left behind', in their school and personal development.
- Conform to the School's Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
- Build team commitment amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your very best.
- Demonstrate a positive approach to your professional duties and improve the quality of student learning.

### **Additional Components**

- To consistently uphold the school's aims and strive to attain School Targets.
- To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the school.
- To work with students within the framework of the school in a courteous, positive, caring and responsive manner.
- Play a full part in the life of the school's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Demonstrate both enthusiasm and high standards of professionalism to all School stakeholders.
- It is the responsibility of each employee to carry out their duties in line with all School Policies promoting a positive approach to a harmonious working environment.
- The job purpose and key task statements above are indicative and by no means exclusive. Given the evolving status of the school, the need for flexibility amongst staff is therefore considered important.
- To undertake any other duties deemed reasonable by the Senior Leadership Group for the post at this level.

## Health and Safety Responsibilities

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of school/Trust and undertake risk assessments as appropriate. Full details can be accessed via the staff work area.
- The school is a designated no smoking site, any incidents should be reported immediately.

*The School/Trust is committed to safeguarding and promoting the welfare of children. This post is subject to an enhanced Disclosure & Barring Service Check (DBS). Satisfactory employment references, identification, qualification checks and online checks which will be required prior to commencing duties to establish the suitability of the candidate.*

*We are committed to broadening our staff diversity to better reflect the diversity of the West Midlands. We are committed to gender equality and to being a family friendly employer. We therefore always consider requests for flexible working and part-time alternatives to full time posts.*

The above list is indicative and not exhaustive. The post holder will be expected to carry out any other duties associated with the work of the School as may be directed by the Chief Executive/Head of School, commensurate with the grade of the post. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Head of School/Line Manager in consultation with the post holder and if applicable the relevant trade union. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management, the employee and Trade Unions will continue to consult within an agreed time period to seek a reasonable solution to amend and make changes to the job description which are agreeable by both parties.



# Oldbury Wells School

## Person Specification – Teacher of English

Oldbury Wells

Specification	Essential	Desirable	Evidence
<b>Qualifications</b>			
Qualified Teacher Status	✓		
Degree level or equivalent	✓		
Evidence of CPD in English and curriculum development		✓	
<b>Experience</b>			
Teacher/training in a secondary school across KS3 and KS4 and across the ability range	✓		
Motivating students and enabling them to enjoy learning	✓		
Involvement in development of curriculum materials		✓	
Experience in the delivery of English		✓	
Ability to teach across the English curriculum		✓	
<b>Skills</b>			
Capacity and interest in developing & improving English	✓		
Demonstrating good / outstanding teaching	✓		
Seeing tasks through to completion in a timely way	✓		
Ability to write and deliver creative & up to date schemes of work	✓		
High levels of self-organisation	✓		
Ability to organise and motivate students for school productions /performances	✓		
Involving others in activities		✓	
Ability to use data to develop teaching and learning		✓	
Ability to support in the writing and delivery of creative and up to date schemes of work		✓	
<b>Curriculum Knowledge KS3, KS4 and KS5</b>			
The range of teaching & learning strategies, technologies and classroom opportunities open to teachers	✓		
Current developments in English	✓		
Current knowledge of English specifications sufficient to teach effectively at KS4 and KS5		✓	
Capacity to develop knowledge to pupils in English to KS5		✓	
An understanding of target setting and its use in raising standards		✓	
<b>Philosophy</b>			
High degree of interest in English in terms of personal and educational use	✓		
Enthusiasm, energy and commitment	✓		
Professional manner and organisation	✓		
Willingness to contribute to the life of the school	✓		
High expectations of self and others	✓		
<b>Other</b>			
Fully supportive references			
Professional standard of dress in accordance with OWS staff code			
<b>DBS Clearance</b>			
Working in an educational establishment, children's day or residential care home	✓ Enhanced		
Involved in caring, training, supervising or being in sole, unsupervised contact with children	✓ Enhanced		