



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Teacher of English Recruitment Pack



JOB DESCRIPTION

JOB TITLE:	Teacher of English
RESPONSIBLE TO:	HoD English
RESPONSIBLE FOR:	Ensuring that high quality learning takes place and that outstanding attainment and progress are secured at all key stages
LINE MANAGEMENT:	N/A
HOURS:	32.5 hrs/wk
SALARY:	MPS 1 - 6 (£31,650 - £43,607) or UPS 1 -3 (£45,646 - £49,084)

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK:	Barclay Academy, Walkern Road, Hertfordshire, SG1 3RB.
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Mintago – employee benefits platform• Employee Assistance Programme.• Access to a Virtual GP• Eye Care Voucher scheme.• Salary sacrifice childcare

PROBATION PERIOD: The post holder will be required to complete a 4 month probation period

PURPOSE OF THE ROLE

The Teacher of English will ensure that high quality learning takes place and that outstanding attainment and progress are secured at all key stages.

MAIN RESPONSIBILITIES AND TASKS

- Provide delivery of the KS3, KS4 and KS5 curriculum
- Develop innovative approaches to the curriculum in order to ensure appropriate access and achievement for all students
- Ensure that appropriate schemes of work and adapted teaching materials are used in both location and classroom delivery
- Maintain a record of the work covered by the students in each particular teaching group and a record of marks, grades, etc. awarded to individual students
- Ensure that appropriate homework is set and marked on a regular basis, in line with academy policy
- Assess students' work regularly in accordance with academy policy
- Ensure that full written reports & assessment results for students are completed on time
- Ensure that his/her performance management takes place and that professional activities are attended and adopted for use
- Ensure that s/he is able to monitor the quality of his/her teaching and the learning outcomes of his/her students
- Provide cover, as required, for colleagues who are absent from the academy in line with the National Agreement and in line with the 'rarely cover' procedure
- To support and work with the staff in the English Department to achieve outstanding results
- To model the values of the department and academy, acting in a highly professional manner at all times
- To liaise and work positively with teachers, colleagues, parents and governors
- Regularly collect and act on student, parent and teacher views of the department and curriculum
- To support staff with general duties to ensure the smooth running of their departments
- Respond positively to any other reasonable task assigned by the Principal, including undertaking a tutor responsibility within the academy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • QTS • Academic qualification in the relevant subject 	<ul style="list-style-type: none"> • Courses of further study relevant to the post • Evidence of active involvement in professional development
EXPERIENCE		
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Excellent communication and presentation skills • Excellent use of IT systems such as Excel, Word, Office 365 & PowerPoint • Excellent subject knowledge • An understanding of and commitment to the ethos of the Academy and the wider Trust • Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust • Tact, diplomacy, discretion and confidentiality at all times • Ability to work to and achieve tight and/or changing deadlines • Excellent organisational skills, ability to prioritise work for self and others • Excellent team skills and ability to network effectively 	<ul style="list-style-type: none"> • Experience using school based HR systems such as SIMS or BROMCOM
PERSONAL COMPETENCIES AND QUALITIES	<ul style="list-style-type: none"> • The ability to remain discreet when privy to confidential information • Willingness to undergo appropriate checks, including enhanced DBS checks • Commitment to the safeguarding and promotion of the welfare of all children and young people. • Commitment to equality and Diversity 	

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **Friday, 31st January 2025**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HRenquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.