

# Granville Academy



Burton Road, Woodville, Swadlincote, Derbyshire, DE11 7JR  
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 Principal: Mrs J Kingswood, B.Ed.(Hons), MA, NPQH

<b>Job Description and Person Specification</b>	
<b>Post Title</b>	Teacher of English
<b>Salary/Grade</b>	MPS
<b>Responsible to</b>	Director of English
<b>Contract Type</b>	Full Time
<b>Contract Term</b>	Maternity cover from 7 <sup>th</sup> January 2019
<b>Review</b>	
<b>Disclosure Level</b>	Enhanced
<b>Please note the following</b>	
<ul style="list-style-type: none"> <li>due to the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974 and the post holder must have a satisfactory Enhanced Disclosure (via the Disclosure and Barring Service)</li> <li>This job description should be read alongside the range of professional duties of a academy teacher as set out in Teachers' Pay and Conditions and in accordance with The Teachers' Standards 2012. This job description does not replace that more detailed information, but offers a focus on those conditions that apply at Granville Academy and the de Ferrers Trust. This job description may be modified by the Principal, with agreement of the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title.</li> </ul>	
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>to promote the highest professional standards and a positive ethos; the post holder will implement and deliver an appropriately board, balanced, relevant and differentiated curriculum for students and to support the English curriculum area.</li> <li>work effectively and collaboratively to support the promotion of high standards of student learning, attainment, behaviour and progress</li> <li>fulfil a teaching commitment proportionate to the level of responsibility and academy needs</li> </ul>	
<b>Main Duties</b>	
<b>Teaching and Learning</b>	
<ul style="list-style-type: none"> <li>demonstrate good subject knowledge through effective planning, preparation and delivery of high quality lessons following agreed long and short term plans</li> <li>contribute to planning, developing and reviewing of appropriate syllabi, schemes of work, lessons, teaching materials and student resources for faculty courses</li> <li>Ensure that ICT, SMSC, literacy and numeracy are reflected in the teaching and learning experience of students</li> <li>to assess, record and report attendance, progress, development and attainment of students and to keep records as required</li> <li>teach students as assigned, according to their differing needs and set, mark and provide constructive oral and written feedback in line with academy/faculty policy</li> <li>set homework and plan other out-of-class activities to consolidate and extend knowledge</li> <li>consistently and effectively use information about prior attainment to set challenging expectations for students and monitor progress to give clear and constructive feedback which includes next steps</li> <li>contribute to internal and external moderation of data and work to ensure accuracy of predictions and making informed use of formative and summative assessment</li> <li>participate in and prepare for meetings as scheduled</li> <li>support and take part in the Academy Quality Assurance procedures and Appraisal system</li> <li>actively participate in CPD, taking responsibility for professional development, regularly updating pedagogy and knowledge to improve teaching and learning and student outcomes</li> <li>demonstrate a thorough and up to date knowledge of your subject pedagogy and take account of wider curriculum developments which are relevant such as literacy, numeracy, closing the gap, SMSC and British Values</li> </ul>	

- do a reasonable and equitable amount of substitution for absent colleagues, subject to workforce reform agreements
- Apply the behaviour management system so that effective learning can take place.

### **Personal Development, Behaviour and Welfare including safeguarding**

Promote and safeguard the welfare of children and young people you are responsible for and come into contact with by:

- being fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people
- read part 1 of Keeping Children Safe in Education and updates as provided by the academy
- read, understand and uphold the academy Health and Safety and Safeguarding policy and procedures
- be aware of the indicators of concern and symptoms of abuse by completing annual safeguarding training and training relevant to current national safeguarding issues such as Prevent, CSE, FGM.
- report all causes for concern to the Safeguarding team using MyConcern
- Apply the behaviour management system so that effective learning can take place.
- be a form tutor to an assigned group of students, acting as a link between academy and home, actively encouraging and promoting strong home-academy partnerships including attendance at parents evenings, acting as a first point of contact for departmental or form tutor issues and distribution of information
- participate in and promote the academy House system, planning and delivering tutor time activities and attending assemblies
- monitor student planners, uniform, students on report, punctuality and equipment
- support the delivery of Information and Guidance to the tutor group, including writing references, statements and reports as required
- communicate effectively with parents with regard to pupils' achievements and well-being

### **Corporate Responsibilities**

- be a good role model both to colleagues and to young people; acting with fairness, consistency and having high professional standards at all times
- take part in marketing and liaison activities such as Open Evening, Induction Days
- ensure the efficient and effective use of allocated resources
- support and encourage extra-curricular activities to enhance student learning experiences
- facilitate the smooth day-to-day running of the academy to ensure safe and calm learning environment
- participate, as requested, in the recruitment and selection of staff
- comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities or continued employment for any employee who develops a disabling condition.

### **Person Specification**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• degree in English</li> <li>• 5 GCSEs at a grade C or equivalent including Maths/English</li> <li>• QTS (or willing to work towards)</li> </ul>	<ul style="list-style-type: none"> <li>• evidence of recent further effective Professional Learning relevant to post</li> </ul>	<ul style="list-style-type: none"> <li>• application form</li> </ul>
<b>Experience of...</b>	<ul style="list-style-type: none"> <li>• teaching English in a secondary academy setting demonstrating the ability to be a good or outstanding practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• dealing with Child Protection and pastoral issues</li> </ul>	<ul style="list-style-type: none"> <li>• application form</li> <li>• appointment process</li> </ul>
<b>Knowledge and Understanding of...</b>	<ul style="list-style-type: none"> <li>• the National Curriculum and GCSE requirements for English</li> </ul>	<ul style="list-style-type: none"> <li>• Ofsted framework</li> </ul>	<ul style="list-style-type: none"> <li>• application form</li> </ul>

	<ul style="list-style-type: none"> <li>principles of effective teaching and assessment</li> <li>current educational issues related to subject area</li> </ul>	<ul style="list-style-type: none"> <li>can use data to access, analyse and interpret information to support pupil progress</li> </ul>	<ul style="list-style-type: none"> <li>appointment process</li> </ul>
<b>Personal Skills and Attributes</b>	<ul style="list-style-type: none"> <li>the ability to inspire and enthuse students</li> <li>able to build and maintain effective relationships</li> <li>ability to remain calm in challenging situations</li> <li>effective communicator written and oral</li> <li>able to prioritise, plan and organise themselves and others</li> <li>able to use initiative to anticipate solve problems</li> <li>effective team worker</li> <li>committed to collaborative approaches to learning and a vision of excellence</li> <li>inclusive and solution focused</li> <li>flexible and able to cope with inevitable change</li> </ul>		<ul style="list-style-type: none"> <li>application form</li> <li>appointment process</li> </ul>
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>in possession of Enhanced DBS clearance</li> </ul>	Driving Licence	<ul style="list-style-type: none"> <li>application process</li> <li>references</li> <li>appointment process</li> </ul>

***At Granville we believe in the promotion of British Values, Equal Opportunities and diversity for ALL. We expect all employees and volunteers and share in our commitments.***

<b>Verification</b>			
<b>Signed</b>	_____	<b>(Post holder)</b>	<b>Date</b> _____
<b>Signed</b>	_____	<b>(Principal)</b>	<b>Date</b> _____