



Sherrardswood School

Job Description and Person Specification

English and Film Studies Teacher

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title: English and Film Studies Teacher

Hours of work: Full time

Remuneration: Commensurate with experience

Responsible to: Headmistress

Start Date: Sep 2025

Main Responsibilities:

- To manage pupil learning through effective teaching and the implementation and development of the Department's schemes of work and policies.
- To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
- To set high expectations for all pupils to deepen their knowledge and understanding and to maximise their achievement.
- To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.
- To set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
- To ensure that classwork and homework is regularly marked and that students receive constructive feedback on how to improve.
- To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- To take lead responsibility for a form group, including communication with the parents, monitoring progress, mentoring, report writing, planning and delivering appropriate and valuable form time activities and assemblies in line with the guidance given by the Pastoral Leader. Supporting the welfare of the students in school.
- Working with the Pastoral Leader and wider pastoral team to encourage good behaviour and a positive attitude from all students.
- To work with the Head of Department to ensure that all department paperwork, meeting minutes, exam entries, coursework moderation etc are completed to the highest standard in a timely manner.
- To undertake mentoring, EPQ supervision and wider duties of the teaching role as required.
- To attend two Open Days and all parents' evenings, staff meetings, staff training and five Inset training days each year.

	<p>This list is not intended to be exhaustive and you may be required to undertake other reasonable duties as Sherrardswood School requires from time to time.</p>
<p>Monitoring, Assessment, Recording, Reporting, and Accountability</p>	<ul style="list-style-type: none"> • To be responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge. • To contribute towards the implementation of Individual Pupil Profiles, particularly the planning and recording of appropriate actions and outcomes related to set targets in liaison with the SENCO. • To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development. • To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents. • Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
<p>Subject Knowledge & Understanding</p>	<ul style="list-style-type: none"> • To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses. • To keep up to date with research and developments in pedagogy and the subject area.
<p>Professional Standards & Development</p>	<ul style="list-style-type: none"> • To be a role model to pupils through personal presentation and professional conduct. • To arrive in class, on or before the start of the lesson, and to begin and end lessons on time. • To cover for absent colleagues as is reasonable, fair and equitable. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety. • To establish effective working relationships with professional colleagues and associate staff. • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures. • To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. • To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children. • To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To train in basic first aid. • To be familiar with and implement the relevant requirements of the current SEN Code of Practice. • To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> • have SEN; • are gifted and talented; • are not yet fluent in English. • To uphold the school's core values.

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none"> A good first degree in a relevant discipline. QTS Bachelors Degree 	<ul style="list-style-type: none"> Further subject-related qualifications. PGCE or other suitable teaching qualification. 	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> Experience of dealing with young people aged 11+, preferably within an educational context. 	<ul style="list-style-type: none"> Recent experience of teaching your subject(s) at the relevant level(s). Involvement in the marking of GCSE and/or A level examination scripts for a recognised Awarding Body. Experience in industry 	Contents of the Application Form Interview Professional references
Skills:	<ul style="list-style-type: none"> An ability to communicate effectively both orally and in writing. An ability to devise and implement a range of teaching strategies to promote learning and enjoyment of a subject. An ability to carry out administrative tasks accurately and efficiently to meet tight deadlines. 	<ul style="list-style-type: none"> Good IT skills and an ability to use ICT to good effect in the classroom. 	Contents of the Application Form Interview Professional references
Knowledge:	<ul style="list-style-type: none"> Knowledge of the requirements of the National Curriculum and specifications of examination courses. Knowledge of GCSE and/or A level specifications and curriculum initiatives. An awareness of likely developments affecting the delivery of subjects at Key Stage 4 and post-16 levels. An awareness of and commitment to the ethos of the school. 	<ul style="list-style-type: none"> Awareness of equal opportunities issues and how they can be tackled through teaching and learning strategies and other SEN provision. 	Contents of the Application Form Interview Professional references
Personal competencies and qualities:	<ul style="list-style-type: none"> A genuine enthusiasm for your subject(s) and a desire to communicate this to students. A commitment to overcoming barriers to learning. An ability to inspire confidence. A positive attitude to the use of authority and maintaining student discipline. An ability to strike a good professional rapport with students, staff and parents. Being a positive role model. An interest in contributing to the extracurricular life of the school. 		Contents of the Application Form Interview Professional references