Job Description

POST TITLE	Teacher of English
Purpose/Context Statement:	Provide high quality, engaging teaching, learning and tutoring to students of all ages and abilities. Maintain high expectations of students and encourage them to contribute to the wider life of the school and to our shared vision and values. Take an active part in the extra-curricular life of the school.
Reporting to:	Head of English
Responsible for:	• Assigned TAs and other support staff within lessons as appropriate • Supporting and developing ITT students as and when required
Principal Contacts:	Students, colleagues and parents
Working Time:	Part-time 0.8 temporary
Salary/Grade:	Main Scale or UPS in line with experience
Disclosure level:	Enhanced
Key Responsibilities	
Teaching and Learning	• Plan effective lessons to meet the needs of all students including those with SEND, in receipt of Pupil Premium Grant etc. • Deliver high quality teaching in line with departmental schemes of learning • Motivate students to achieve their expected outcomes and exhibit high standards in their work • Provide regular and timely feedback following departmental policy, and encourage students to reflect on their learning and take appropriate steps to improve their work • Foster an atmosphere of mutual respect • Ensure good behaviour for learning through consistent use of the school's behaviour policy • Develop and encourage cross-curricular links and personal development
Curriculum Development	• Contribute to the development of an engaging and challenging curriculum for all year groups • Ensure that literacy, numeracy, careers, SMSC and communication skills are reflected and promoted within lessons
Leadership and Management:	• Lead a tutor group and deliver the school's development programme effectively

	• Contribute to the Departmental Raising Achievement Plan reflecting the School Development Plan targets
Liaison:	• Contribute to school staff and cross curricular meetings as required • Attend all relevant parents' evenings to provide face to face support for students and their parents
Staff development/Performance Management:	• Engage fully in the school's Performance Management processes • Share good practice and promote collaborative teamwork to motivate and inspire colleagues
Management Information:	• Provide timely and accurate assessment of students' work in line with department and school calendars • Identify and take appropriate action on issues arising from analysis of student and departmental data
Communications:	• Communicate effectively and positively with all stakeholders
Management of Resources:	• Maintain the quality of the learning environment in teaching and departmental areas • Work collaboratively to conserve resources
Student Welfare:	• Encourage student wellbeing through positive interactions and use of praise • Work collaboratively with the pastoral team to provide the highest quality support for students • Record any safeguarding concerns regarding students on CPOMS
Safeguarding, confidentiality and data protection:	• Undertake Safeguarding training as required • Ensure that all students and staff are appropriately safeguarded • Maintain appropriate levels of confidentiality when dealing with stakeholder data and information • Adhere to the General Data Protection Regulations
Quality Assurance:	• Ensure the maintenance of accurate records of progress, and contribute to moderation activities to ensure consistent application of assessment across the department • Fully engage with the school's programme of learning walks and lesson observations • Ensure that all communication follows School or Trust policies and branding guidelines
Extra-Curricular:	• Support the school's extra-curricular programme through active participation in at least one activity
Supervision:	• Supervise students outside the classroom in line with the staff duty rota

Personal Development:	• Reflect on own practice and work collaboratively with your line manager to identify development needs and participate in annual performance review as part of an active programme of CPD • Ensure subject knowledge is kept up to date • Keep up to date with developments in teaching, learning and assessment • Consider undertaking marking for one of the specifications taught in order to develop a sound understanding of exam board expectations
Health and Safety:	• Promote safe working practices and take all reasonable steps to manage own safety • Undertake Health and Safety duties commensurate with the post and/or as detailed in the school's Health and Safety Policy
Additional Duties:	• Play a full part in the life of the school community, to support our vision and values and encourage staff and pupils to follow this example • Attend meetings outside normal working pattern as required
Quest LearningTrust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. All teaching staff are expected to follow the staff code of conduct and meet the requirements of the Teachers Standards. The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and stakeholders and is consistent with the school's equal opportunities policy.	

Name of Postholder:	
Signed:	Date:

Version Number:	5
Date:	November 2026

Pershore High School

Quest Learning Trust

PERSON SPECIFICATION

POST TITLE	Teacher of English	
	Essential	**Desirable**
Qualifications		
QTS	✓	
Degree in a relevant subject	✓	
Experience and Skills		
Skills to teach all Key Stages	✓	
Evidence of high standards	✓	
Ability to use ICT and data to support learning and raise standards	✓	
Excellent communication and interpersonal skills	✓	
Ability to be attentive to detail, work to high levels of accuracy and adhere to strict deadlines	✓	
Good organisation and administrative skills.	✓	
Knowledge		
Excellent subject knowledge	✓	
Detailed knowledge of current exam specifications	✓	
Up to date knowledge of developments in teaching, learning and assessment	✓	
Personal Qualities		
Commitment to achieving high standards and encouraging them in others	✓	
Commitment to safeguarding, equal opportunities and inclusion	✓	
Resilience and the capacity to work hard	✓	
An engaging personality to which students respond positively	✓	
Enthusiasm and a positive outlook	✓	
Evidence of an acceptable standard of attendance and punctuality	✓	
Demonstrate a high degree of personal integrity, honesty, reliability and responsibility	✓	
A confident, sensitive, calm and caring manner	✓	
Ability to demonstrate discretion and build trust	✓	