

## BBA English Teacher Job Description

Bromley Beacon Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

**Salary:** MPS or (UPS depending on experience)

**Contract type:** Full Time

**Reporting to:** English Lead

### General Purpose

To prepare and provide grade-relevant learning activities that enable students to learn the principles of the English language including the rules of grammar and syntax, to develop an understanding and appreciation of literature and to advance students' verbal and written communication abilities

### Main Job Duties and Responsibilities

- plan and prepare lesson plans that meet core objectives and principles and are in line with the curriculum goals
- prepare instructional aids and supplemental teaching materials and resources consistent with learning objectives and student needs
- select and requisition appropriate books, instructional aids and school supplies as needed
- deliver lessons using a variety of differentiated instructional techniques that are appropriate to the academic level and meet the diverse needs of students
- maximize the appropriate use of technology in the classroom as an instructional tool
- teach grammar and syntax, vocabulary and word usage and other principles of the English language
- promote students' understanding of and appreciation for literature
- develop students' verbal skills including reading out loud, discussion and debate
- develop students' writing skills
- encourage the development of critical thinking skills

- create a safe and flexible classroom environment conducive to optimal student learning
- help students to work independently and collaboratively in groups
- establish and maintain standards of student behaviour that conform to School and Trust policies and promote learning in the classroom
- encourage student responsibility, cooperation, tolerance and mutual respect in a manner consistent with School and Trust policies and procedures
- establish and monitor appropriate behaviour of students in extra-curricular activities
- track and monitor student learning using a variety of techniques
- prepare and administer assessments that are curriculum-aligned
- grade assessments and assignments
- keep current with Trust and school standardized testing and maximize student achievement on these tests
- administer standardized tests in accordance with Trust testing programs
- monitor performance and progress and modify instructional methods to meet individual needs where necessary
- foster good working relationships with students, teachers, counsellors, administrators and other stakeholders to support the development and wellbeing of the students
- keep parents or guardians informed of students' academic progress and social and behavioural issues
- coordinate parent/teacher conferences to review students' progress
- maintain accurate and complete student records including attendance, grades, assessments and test scores as required by Trust and school procedures and regulations
- participate in staff meetings and training sessions
- undertake professional development activities to ensure continued professional growth and development of teaching skills

## Person specification

| CRITERIA                           | QUALITIES                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications and training</b> | Degree<br>Qualified teacher status                                                                                                                                                                                                                                                                                                                                                          |
| <b>Experience</b>                  | Experience of in English/literacy teaching and learning<br>Teaching experience <ul style="list-style-type: none"> <li>• solid grounding in classroom management and school procedures</li> <li>• solid knowledge of subject matter including subject-specific curriculum and assessments</li> <li>• up-to-date with latest teaching techniques and topics in English instruction</li> </ul> |

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| <b>Skills and knowledge</b> | <ul style="list-style-type: none"> <li>• Expert knowledge of the National Curriculum, particularly the English curriculum</li> <li>• Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve</li> <li>• Awareness of local and national organisations that can provide support with delivering the subject</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Understanding of how to adapt teaching to meet pupils' needs</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good IT skills</li> <li>• Effective communication and interpersonal skills, with the ability to communicate a vision and inspire others</li> <li>• planning and organizational skills</li> <li>• creative and innovative</li> <li>• adaptability</li> <li>• collaborative skills</li> <li>• data management and analysis</li> <li>• <b>able to maintain a high standard of professional conduct</b></li> </ul> |
| <b>Personal qualities</b>   | <ul style="list-style-type: none"> <li>• Ability to uphold and promote the ethos and values of the school</li> <li>• Commitment to safeguarding and equality</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Maintain confidentiality at all times</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** May 2025

**Next review date:** May 2026

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:**