



Mossbourne  
Federation

# Teacher of English with Post Holder Responsibility

## Job Description

Date last reviewed on:	02/04/2025
Date to be revised on:	



<b>POSITION</b>	Teacher of English with Post Holder Responsibility
<b>SALARY</b>	Teachers main pay scale + TLR / UPS + TLR
<b>START DATE</b>	Monday, 1 <sup>st</sup> September 2025, [INSET 1 <sup>st</sup> , 2 <sup>nd</sup> September 2025]
<b>HOURS</b>	40 hours per week
<b>FULL TIME EQUIVALENT</b>	Full Time, 52.143 weeks per annum
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO</b>	HoLA English
<b>LOCATION</b>	Mossbourne Port Side Academy
<b>KEY WORKING RELATIONSHIPS</b>	SLT, ELT, teachers, support staff, students and parents

## Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHLA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

## Mossbourne Port Side Academy (MPSA)

Mossbourne Port Side Academy is a secondary school located in Stanford-le-Hope, Essex. It offers a curriculum for students aged 11 to 16, focusing on academic achievement, personal development, and preparing students for future success.

In addition to core academic subjects, MPSA offers a range of extracurricular activities to promote student engagement and personal growth. The academy values student well-being and works to create a positive culture, helping students build confidence, resilience, and leadership skills.

MPSA is committed to ensuring that all students build the knowledge, character, and qualifications that will open the doors to the future they dream of. Our students leave prepared to make a meaningful impact on the world and bring positive change to their communities.

MPSA has recently entered an exciting new chapter in joining the Mossbourne Federation - an organisation known for its exceptionally high standards, where students consistently achieve some of the best outcomes in the country. This is a thrilling time for our academy, offering us a fantastic opportunity to grow, evolve, and thrive as we continue our mission to provide our students with the outstanding education they deserve.

If you would like to be part of the team that is improving the life chances of our students, then please read on.

## **The English Learning Area**

The English Learning Area currently employs the equivalent of 6 full-time teachers teaching English and English Literature. The Head of Learning Area (HoLA) is supported by a Key Stage Coordinator. English teachers at Mossbourne Port Side Academy (MPSA) are passionate about their subject, passionate about reading and literacy and are committed to the pursuit of excellence; it is an exciting place to teach English. Every student takes a GCSE English Language and GCSE English Literature.

## **Job Summary**

Mossbourne Port Side Academy is seeking an outstanding Key Stage Coordinator for the English department. We are looking for someone who considers themselves a 'team player', loves English and most importantly loves sharing that passion for English with other people. The right candidate will have a growth mind set and be looking to continually develop as a practitioner. The role will involve curriculum development, staff training and student data management. We welcome applications from established English teachers with experience in the classroom and who are looking for their first position of responsibility within a department. The successful applicant will be supported to become an outstanding middle leader. They will hold Qualified Teacher Status (QTS), have a proven track record of successful English teaching across different key stages and believe that all students can succeed in these courses.

## **Main Duties & Responsibilities**

To work with the Head of Learning Area to ensure the effective provision of English teaching and learning throughout all years and to take on a proactive role in leading within the department. Responsibilities include, but are not limited to:

### **Teaching and Learning**

- To develop and update schemes of work for English at all Key Stages.
- To monitor and track teaching and learning, homework and marking within all English Key Stages.
- To support English teachers in their drive to become outstanding, through lesson observations, paired planning, and departmental INSET.
- To mentor new members of staff within the English department, as directed by the HOLA.
- To collaborate with Mossbourne Federation colleagues on the curriculum at all Key Stages.
- To coordinate the creation of extra-curricular and enrichment opportunities for students to promote English at KS.
- To lead and support behavioural expectations at all Key Stages.

### **Assessment**

- To coordinate the writing and distribution of topic tests and mock examinations and ensure mark schemes are applied consistently through moderation.
- To collaborate with Mossbourne Federation colleagues on assessment and moderation at all Key Stages.
- To monitor and target underachievement, providing a half-termly analysis to the HOLA.
- To construct and maintain centralised Excel documents for assessment data for relevant year groups and coordinate data entry with staff.
- To oversee Prep lessons, including delivery of 'Bourne Scholar' sessions, as directed and in accordance with Academy expectations.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- To be a member of the pastoral team and, if required, a form tutor carrying out the associated responsibilities
- To engage and/or organise an extended school for Year 11 in preparation for the GCSE examination.



Person Specification				
E Essential or D Desirable	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
E	Ability to teach English to all KS	X	X	X
E	Knowledge and understanding of how students learn English	X	X	X
E	Ability to reflect on your own and student's performance in lessons and adapt practice accordingly	X		X
E	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work	X		X
E	Effective planning, assessment and record keeping of teaching and learning, homework and marking within KS	X	X	
E	Ability to work independently and as part of a team, contributing to INSETs		X	
E	Ability to develop and maintain positive relationships with teachers, support staff and parents	X		
E	Ability to develop and update schemes of work for English at KS	X	X	X
E	Capable of supporting English Teachers in their drive to be outstanding	X	X	X
E	Effective classroom management and efficient organisation of resources		X	X
Qualifications				
E	A good degree in English or related subject	X		X
E	Qualified Teacher Status (QTS)		X	
IT knowledge				
D	Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, PowerPoint)		X	
E	Ability to swiftly adapt to and utilise new/various systems/software		X	
D	Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area		X	X
Behavioural Competencies				
E	Excellent analytical and multi-dimensional communication skills	X		X
E	Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard	X		
D	Have the initiative to work independently with minimal supervision	X		
E	Have the utmost integrity as well as high levels of motivation and commitment	X		



E	Proactive approach and efficient time management and prioritisation skills	X		
E	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	X	X	
<b>Applicable to all staff</b>				
E	Undertake training as required to so to fulfil the requirements of the role	X	X	X
E	Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	X	X	X
E	Play an active role in terms of Safeguarding all students and adults	X	X	X

***Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.***

***The document is not a comprehensive list; it simply outlines the expectations of this role.***

***This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***