



Mossbourne
Federation

Teacher of English with Post Holder Responsibility

Job Description

Date last reviewed on:	
Date to be revised on:	



POSITION	Teacher of English with Post Holder Responsibility
SALARY	Teachers' Main Pay scale +TLR / UPS + TLR
START DATE	1 st September 2025 INSET 1 st , 2 nd September 2025
HOURS	40 hours per week
FULL TIME EQUIVALENT	Full Time, 52.143 weeks per annum
CONTRACT TYPE	Permanent
RESPONSIBLE TO	HoLA - English
RESPONSIBLE FOR	N/A
LOCATION	Mossbourne Fobbing Academy
KEY WORKING RELATIONSHIPS	SLT, Teachers, 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 (MHA) 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 Fobbing Academy (MFA)

Mossbourne Fobbing Academy is a school with a rich history of excellent academic, artistic and sporting achievements. Today, that legacy of excellence lives on through our wonderfully talented students and terrifically dedicated staff.

Everything we do is built on the conviction that learning and safeguarding come first. We expect the highest standards of behaviour so that our students can focus on learning in an environment that supports them to feel and be safe. This means our teachers plan and teach lessons with great care and detail to ensure that all of our students acquire the knowledge, character and qualifications they need to reach their potential.

Our students capitalise on a fantastic range of facilities that encourage them to nurture and pursue their passions in sports and the arts. While our range of extra-curricular activities, including the Combined Cadets Force and The Duke of Edinburgh's Award, offer experiences that broaden horizons and enrich lives.

We are dedicated to ensuring that our students leave equipped with the knowledge, character and qualifications that open the doors to whatever future they envisage for themselves. Our students leave ready to make their mark on the world and bring positive change to their communities.

Mossbourne Fobbing Academy is at an exciting point in its history as it joins the Mossbourne Federation – a Federation with exceptionally high standards where pupils achieve outcomes which are among the best in the country. These



exciting times bring our school a fantastic opportunity to develop, to grow and really prosper as we continue our mission to ensure our students get the outstanding education they deserve.

If you want to be part of the team that is improving the life chances of our students, then read on!

The English Learning Area

The English Learning Area at Mossbourne Fobbing Academy is a key area with every pupil taking GCSEs in the subject. The Head of Learning Area (HoLA) oversees management of staff as well as curriculum within English. Some of the responsibilities are shared with the Second in Charge. The department structure also includes a Key Stage Coordinator and Teachers. The Learning Area is extremely well resourced with teachers enjoying their own classrooms, each with interactive screens and visualisers.

Job Summary

Mossbourne Fobbing 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. There are opportunities to teach at Key Stage 5 for candidates with the appropriate experience.

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				
Essential E or Desirable D	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	
Applicable to all staff				
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 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.