

St Katherine's School

Teacher of English

Job description

Job title	Teacher of English
Location	St Katherine's School
Salary	TMS/ UPS
Role Summary	<ul style="list-style-type: none"> • The provision of a full learning experience and support for pupils. • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support the English Faculty as appropriate. • To monitor and support the overall progress and development of pupils • To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Working pattern	Full time (Fixed term maternity cover)
Responsibilities	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the faculty • To contribute to the Curriculum Area development plan and its implementation. • To plan and prepare courses and lessons. • To contribute to the whole school's planning activities. • To assist the Head of Faculty, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives. • To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Mission and Strategic Objectives. • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the PDR process. • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school.

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the Technology curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time-to-time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To maintain appropriate records and to provide relevant accurate and up-to-date information.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track student progress and use information to inform teaching and learning.
- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.
- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils, student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- To apply the Behaviour management systems so that effective learning can take place.
- To teach, pupils according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update subject materials.

	<ul style="list-style-type: none"> • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required. <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
Reporting to	Head of Faculty
Safeguarding	We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Commitment to safeguarding and promoting the welfare of children, young people and adults.
- The ability to maintain excellent standards of work and conduct in the classroom
- A pro-active team worker who recognises their responsibility to themselves and to their colleagues to develop further the aims of the school through participating in curriculum

design and development work and working with pupils and their parents/carers as partners
Use of assessment to inform planning and teaching so that all learners make good progress

- Excellent inter-personal and communication skills
- The ability to listen
- Excellent administrative and organisational skills
- Able to use ICT to enhance learning opportunities

- Ability to maintain personal drive and energy.
- Ability to relate well to people at all levels.
- An enthusiasm to inspire pupils and their parent/carers
- An aptitude to work as part of a team whilst also being self-motivated and action-orientated. Integrity, dedication and commitment to the school.

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- Qualified Teacher Status
- Relevant Degree

You are likely to have:

- Knowledge and experience in teaching accelerated literacy development at Key Stage 3

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Versatile teacher of English
- Successful teaching experience in one or more secondary schools. This could be while training to be a teacher.
- Good working knowledge of the designated curriculum area.

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunity form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.