

Job Description: Teacher of English and Drama

**Required for September 2025
Teachers' Pay Scale [Inner London]**

"The governing body and leaders support pupils' wider development. They are committed to making sure that pupils are prepared well for life in modern Britain" Ofsted, October 2022

The Governors are seeking to appoint a highly motivated and capable teacher of English and Drama at St John Bosco College

Purpose: To serve the mission of St John Bosco College by providing a high-quality education to raise student achievement. To work collaboratively with other members of staff to maximise the delivery of learning and teaching. To provide pastoral care and spiritual growth opportunities to all students.

Responsibilities

The responsibilities outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

Responsible to: Head of Department

Professional Values & Practice

Teachers should:

- Have high expectations and commit to raising the students' educational achievement
- Seek and use opportunities to work collaboratively with colleagues to raise standards by sharing effective practice
- Liaise effectively with parents or carers on students' progress and achievements
- Show a commitment to professional development by identifying areas in which they need to improve their professional knowledge, understanding and practice in order to teach more effectively in their current post, and, with support, take steps to address these needs
- Attend staff, departmental and other meetings as required
- Participate in the arrangements for performance management within the school
- Undertake a due share of duties according to the published rota
- Be aware of the School Health and Safety Policy

Teaching and Curriculum

Teachers should:

- Have a secure knowledge and understanding of the subjects they are trained to teach and willingness to work towards securing knowledge in non-specialist timetabled subjects
- Set challenging teaching and learning objectives which are relevant to all students in their classes
- Plan effectively to meet the needs of students in their classes
- Plan effectively for special educational needs in consultation with the SENCO
- Work effectively as part of a team and liaise with, deploy, and guide the work of other adults who support students' learning
- Use a variety of teaching methods and styles appropriate to the range of ability of the students being taught

- Ensure a standard of behaviour that enables students to learn
- Undertake the teaching of those classes assigned under the school timetable
- Be accountable for pupils' attainment, progress and outcomes in all classes
- Support in planning and curriculum development under the guidance of head of department.
- Take an active role in departmental curriculum reviews to feedback student experiences of learning.

Monitoring and Assessment

- Make appropriate use of a range of monitoring and assessment strategies to evaluate students' progress towards planned learning objectives, and use this information to improve their own planning and teaching
- Mark and assess students' work on a regular basis in accordance with the school's marking and assessment policy
- Set and mark homework in accordance with school policy and departmental guidelines
- Record and report on student development, progress and attainment as required

Form Tutor

- Take the register each form time session and lead the daily act of worship
- Provide support and guidance to students and monitor performance in accordance with the school's policies
- Monitor students' attendance and conduct and liaise with appropriate staff
- Liaise with parents and carers regarding issues as they arise
- Complete student reports in accordance with the school policy on Assessment, Recording and Reporting

Safeguarding Children

- To be fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To be fully aware of the requirements as set out in Keeping Children Safe in Education, September 2016
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the Designated Person for Safeguarding is made aware and kept fully informed of any concerns that arise in relation to safeguarding and/or child protection

Other

- Carry out any other duties at the direction of the Headteacher or as laid out in St John Bosco documentation

Person Specification: Teacher of English and Drama

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- Commitment to supporting the distinctive nature of a Catholic school
- Honours Degree
- Qualified Teacher Status
- Recent and relevant professional development
- Willingness to further develop professional skills
- Ability to enthuse, inspire and develop students under the Catholic ethos
- Ability to challenge, motivate and empower students
- Ability to recognise the needs of students and raise standards
- Ability to manage resources efficiently
- Commitment to promoting the educational principles of St John Bosco
- Genuine enjoyment of working with young people
- Commitment to inclusion for all
- Commitment to excellence in terms of teaching and learning
- Knowledge and understanding of recent developments in learning and teaching
- Excellent grasp of new technology and its potential to support learning
- Excellent communication, interpersonal and organisational skills
- Commitment to working as a team player
- Ability to be an effective Form Tutor
- Commitment to supporting and promoting the co-curricular life of the school
- Boundless enthusiasm and a positive outlook
- Capacity to work very hard under pressure
- Personal integrity and the drive to do what is best for the students
- Ambition and potential for promotion
- Sense of humour
- Commitment to ensuring that St John Bosco College becomes the best school in the country