

## TEACHER OF ENGLISH

<b>Job Title:</b>	Teacher of English
<b>Grade</b>	Main Pay Range/Upper Pay Range
<b>Contract</b>	Fixed Term Contract for two terms Full time (hours negotiable)
<b>Reporting to:</b>	Assistant Headteacher in Charge of English
<b>Start Date</b>	6th January 2025

### **MAIN PURPOSE OF THE ROLE:**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

### **Accountable for:**

- The learning and progress of the pupils in the groups allocated ensuring that pupils make progress that is in line with or exceeds the expectation of three levels of progress across Key Stages 3 and 4.
- Teaching the schemes of work for department ensuring all aspects of the needs of learners are met as appropriate.
- The pastoral care and academic and social progress of the allocated tutor group.

### ACCOUNTABILITIES AND TASKS

Accountability	Task
<b>Planning, Teaching and Class Management</b>	<ul style="list-style-type: none"> <li>• Teach allocated pupils by planning their teaching to achieve</li> <li>• progression of learning through:</li> <li>• Promote and develop a growth mind-set approach to learning in your subject area.</li> <li>• Plan engaging lessons which enthuse students in your subject, using a variety of teaching methods</li> </ul>

	<ul style="list-style-type: none"> <li>• Plan lessons which promote the progress of all students through the effective use of assessment criteria.</li> <li>• Know, monitor and intervene with our key groups of disadvantaged students to enable them to make outstanding progress.</li> <li>• Provide effective homework to further student progress.</li> <li>• Set high expectations and make effective and consistent use of the Downlands' behavioural policy.</li> <li>• Hold a Growth Mind-set approach to your own practice, by continually seek to improve your own teaching.</li> <li>• Ensure the effective and efficient deployment of classroom support;</li> </ul>
<p><b>Monitoring, Assessment, Recording, Reporting</b></p>	<ul style="list-style-type: none"> <li>• Monitor pupils' work and use the REAct system to provide quality feedback which enables students to make outstanding progress.</li> <li>• Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;</li> <li>• Undertake assessment of students as requested by examination bodies, departmental and school procedures;</li> <li>• Prepare and present informative reports to parents in line with school policy ensuring that all deadlines are met.</li> </ul>
<p><b>Curriculum Development</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the whole school's development plan.</li> <li>• To develop appropriate teaching support materials as required by the department.</li> <li>• Be up to date with changes to the curriculum and assessment criteria.</li> <li>• To attend all directed meetings.</li> </ul>
<p><b>Pastoral Duties</b></p>	<ul style="list-style-type: none"> <li>• Be a form tutor to an assigned group of students;</li> <li>• Promote the general progress and well-being of individual students and of the Tutor Group as a whole;</li> <li>• Liaise with the Head of Year to ensure the implementation of the school's pastoral system;</li> <li>• Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;</li> </ul>

- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- Attend team meetings as required.

**Other Professional Requirements**

- Operate at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools as appropriate
- Take responsibility for own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and governors as appropriate
- Ensure all work undertaken is covered by Health and Safety rule/s and regulations and that all due care and supervision is exercised.
- Ensure that all accidents are reported to the appropriate member of staff

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The job is subject to the current School Teachers' Pay and Conditions and the policies established by the governors
- This job description may be amended at any time following discussion between the Headteacher and member of staff, and may be reviewed annually

**PERSON SPECIFICATION – Downlands Community School – Teacher of English**

<b>Qualifications Knowledge and Experience</b>	<b>Skills and Abilities</b>	<b>Personal Qualities</b>
<ul style="list-style-type: none"> <li>• A good degree in English or a related subject</li> <li>• Qualified Teacher Status or the expectation to achieve QTS</li> <li>• A record of successful, or ideally outstanding, teaching in another school or successful teaching practices while training</li> <li>• A clear philosophy of how successful learning is promoted and how the subject should be taught</li> <li>• Good subject knowledge that enables students of all abilities to achieve high outcomes</li> <li>• Awareness of the strategies available for improving the learning and achievement of pupils of all abilities</li> <li>• Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Good teaching skills that enable learners of all abilities to make at least the progress expected with the ability to motivate students of all levels and make learning enjoyable</li> <li>• The ability to personalise learning so that pupils with special needs, the more able and other identified groups make at least the progress expected</li> <li>• Good classroom and behaviour management skills with high expectations of pupil learning and behaviour</li> <li>• The ability to assess pupil progress and use this assessment to promote further learning</li> <li>• Good communication skills both verbally and in writing</li> <li>• Good inter personal skills that promote good relationships with pupils, parents and colleagues</li> <li>• A confident user of IT with the ability to use it to enhance pupil learning in the classroom</li> <li>• Committed to the role of the form tutor and to the academic and social progress of the pupils in the tutor group</li> </ul>	<ul style="list-style-type: none"> <li>• A reflective practitioner with a Growth Mind-set attitude towards continuing professional development and their own learning.</li> <li>• Enthusiastic and committed to the teaching of English in a comprehensive school</li> <li>• Willingness to contribute to the wider life of the school and extra curricular activities</li> <li>• Good personal organization and time management</li> </ul>

**Further Information:**

Downlands Community School is a thriving, 11-16, mixed, comprehensive school, set in a beautiful location at the foot of the South Downs and only 6 miles north of Brighton with an enviable reputation for success with pupils of all abilities and from all social backgrounds. Full information about the School is available from the Downlands Website - see "Information for Applicants" under "Vacancies" on the website.

The English Department achieves outstanding results. The Department is forward looking and innovative. We wish to recruit a teacher with a passion for the teaching of English to contribute to the next stage of the Department's development. The Department is housed in a suite of adjoining classrooms and is currently made up of eight full time teachers and one part time.

The School has a strong programme which provides professional development for teachers of all experiences and aspirations including NQTs. For this reason, the post is suitable for an NQT or for a more experienced teacher who wishes to further their career. This position is a two-term full time contract; however, the hours are negotiable.

Downlands is West Sussex School and uses the West Sussex pay scales. The pay range for a Main Scale Teacher is point 1 £31,650.00 to point 6 £43,607.00. Teachers will be placed on this range according to the number of years of successful teaching experience they bring. The pay range for teachers on the Upper Pay Range is point 1 £45,646.00 to point 3 £49,084.00. Teachers will be placed on this range according to their current point on the range. *Please note, these are the full-time equivalents and will need to be prorated accordingly.*

## **Applications**

Visits prior to application are welcomed and encouraged and please email [sjohnson@downlands.org](mailto:sjohnson@downlands.org) to arrange.

Applications should be made on a West Sussex Application form for teaching posts which can be downloaded from the School website, and should be addressed to Mr Mark Wignall – Headteacher and emailed to the Recruitment Officer at [sjohnson@downlands.org](mailto:sjohnson@downlands.org)

Applicants who are short listed for interview should be aware that references will be taken up before the interview.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. West Sussex is an equal opportunities employer. Candidates with disabilities who are shortlisted will be asked if any arrangements are required for the selection process.

The job will be offered subject to satisfactory references, criminal record and health checks.

This contract would be for two-terms, beginning on **6<sup>th</sup> January 2025**.

A copy of the staff dress code can be found on the school website

The **closing date** for applications is **09:00hrs on Friday 13<sup>th</sup> December 2024**. Interviews are expected to be held week beginning 16<sup>th</sup> December 2024. Applicants that have not been invited to interview by Monday 16<sup>th</sup> December 2024 should assume that they have not been successful on this occasion.

All communication will be by email or telephone.

All questions about the post and the application, selection and appointment process should be directed to our Recruitment Officer, Seraphina Johnson email: [sjohnson@downlands.org](mailto:sjohnson@downlands.org)

Thank you for your interest in the post.



**DOWNLANDS SCHOOL – LEARNING IS AT THE HEART OF EVERYTHING WE DO**