

St Richard's Catholic College
A High Performing Specialist Science College
Ashdown Road, Bexhill on Sea
East Sussex TN40 1SR
www.strichardscc.com



TEACHER OF ENGLISH
(Maternity Cover)

Required from June 2025 – February 2026

The Governors are seeking to appoint a well-qualified, inspirational and outstanding teacher of English.

We offer a well-established programme of induction and professional development; excellent facilities to work in and the support of a strong, creative and committed team of specialists who are aspirational for all pupils, who achieve outstanding results.

Further details and an application form are available from our website.

Closing date: Friday, 7th March 2025, however, we encourage you to apply as soon as possible as we may interview on receipt of applications rather than await the closing date.

St Richard's is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment.



JOB DESCRIPTION

Job Title:	Teacher of English (Maternity Cover)
Overall Purpose:	To plan, implement and review high quality lessons that ensure the pupils are engaged, supported and appropriately challenged to maximise their outcomes at KS3 and KS4.
Responsible to:	Subject Leader

Key Accountabilities:

a) Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear learning outcomes;
- setting tasks which challenge pupils;
- setting appropriate and challenging expectations;
- setting clear targets, building on prior attainment;
- having a clear understanding of the needs of all pupils including those with SEND, Pupil Premium and the More Able, and able to use a variety of teaching approaches to engage and support them;
- providing a clear structure for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- making use of St Richard's 'six features of an outstanding lesson';
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- care of the teaching area with a contribution to display areas to provide a stimulating and attractive learning environment;
- using a variety of teaching methods;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the topic taught;
- implementing intervention strategies to reduce gaps in progress between different groups;
- evaluating and reflecting on own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;

b) Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Mark and monitor pupils' work and set targets for progress;
- Allow Dedicated Improvement and Reflection Time (DIRT) to ensure feedback is acted upon;
- Complete profiles at the end of each data capture point (two times a year);
- Undertake assessment of pupils as requested by examination bodies, departmental and school procedures;
- Prepare and present informative summative reports to parents/carers.

c) Pastoral Responsibilities

- The role expectations for all Form Tutors is outlined in the Staff Handbook;
- Communicate effectively with parents/carers of pupils;
- Teach PSHEe to form group;

d) Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Have professional regard for the ethos, policies and practices of the school;
- Support the Catholic/Christian ethos of the school. (You do not need to have a faith background);
- To undertake regular safeguarding training so as to safeguard and protect all pupils that you teach and meet and to have a clear understanding of the Prevent agenda.
- Establish effective working relationships and set a good example through presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils;
- To be involved in extra-curricular activities such as making a contribution to after-school/lunch-time clubs, revision classes and/or enrichment trips;
- Take responsibility for own professional development and duties in relation to school policies and practices;
- Be responsible for improving your teaching through participating fully in training and development opportunities identified in the College Improvement Plan or your appraisal;
- Liaise effectively with parents, carers and governors.

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.

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document and the national Teacher Standards.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.



PERSON SPECIFICATION

Job Title:	Teacher of English (Maternity Cover)
Qualifications:	<ul style="list-style-type: none"> ▪ Good honours degree in English ▪ Qualified Teacher Status
Experience	<ul style="list-style-type: none"> ▪ Experience of successful teaching or teaching practice in English at KS3 and KS4 ▪ A keen interest in developing the teaching of English ▪ Awareness of data protection, security and confidentiality ▪ Effective working relationships with young people of a range of abilities
Knowledge	<ul style="list-style-type: none"> ▪ A sound knowledge and understanding of The National Curriculum Framework for English ▪ Knowledge of current trends in the teaching of English ▪ A very good understanding of how children learn ▪ A good understanding of assessment strategies ▪ An up-to-date knowledge and understanding of the professional duties and core standards of teachers ▪ Know or have an awareness of the assessment requirements and arrangements for the English GCSEs ▪ Have knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies ▪ Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners ▪ Know how to make effective personalised provision for those you teach, and how to take practical account of diversity and promote equality and inclusion in your teaching
Skills	<ul style="list-style-type: none"> ▪ Ability to work individually and as part of a team ▪ Ability to inspire and motivate pupils ▪ Hardworking with an enthusiastic and positive attitude ▪ Accuracy and attention to detail ▪ Willingness to share expertise and knowledge with others ▪ Willing to learn new skills and adapt existing ones ▪ Very good IT skills ▪ Able to communicate clearly both verbally and in writing ▪ Teach challenging, engaging and motivating lessons ▪ Provide timely, accurate and effective feedback on learners' attainment, progress and areas for development ▪ Understand how children and young people develop and how the progress, rate of development and wellbeing of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences ▪ Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline ▪ Willing to support the department extra-curricular/enrichment opportunities.
Attributes	<ul style="list-style-type: none"> ▪ Ability to manage workload effectively. ▪ To have an excellent record of attendance and punctuality. ▪ A sense of humour, warmth, energy, stamina and resilience. ▪ A team player with the ability to establish positive working relationships with staff, pupils and parents who can see your passion for English.