



PRESTON MUSLIM GIRLS
— HIGH SCHOOL —

Candidate Information

Teacher of English





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Contents

Welcome to Preston Muslim Girls High School, a progressive, successful, and deeply caring establishment where our aim is to provide an excellent academic education within the structure of the national syllabus. At the same time, however, we also strive to help each girl to develop her own character and achieve her personal potential and ambitions through a deep appreciation of her faith (Islam). Supported by our own Tarbiyah programme we promote Islamic morals and manners for all our students on their journey to becoming valued members of society.

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Welcome from the Headteacher

Dear Applicant,

I would like to welcome you to Preston Muslim Girls High School, a popular and highly regarded non-selective high school for girls, underpinned by its Islamic ethos. Having proudly served the local community for many years, we combine traditional values with a forward-looking and a vibrant learning environment. Where young people are nurtured to become considerate, confident, and well-rounded individuals. We have created an environment where expectations are high, ambitions are great, and values are deeply rooted; where girls grow in confidence and are able to pursue their dreams.

Our approach to academic study is varied, disciplined, and fosters a life-long love of learning. We value our school, the community we serve, and celebrate diversity. As a result, our young people are able to make informed and positive life choices. They are equipped to face the challenges of a fast-changing and competitive world. We are proud of our track record of strong examination results, the wealth of our extra-curricular provision and the strength of our careers education, advice, and guidance.



Mr R Patel
Headteacher



Job Description

Teacher of English

SALARY: MPR 1-6 (depending upon experience)

HOURS: Full time

CONTRACT: Fixed term contract for one year (with a view to be reviewed at the end of the academic year)

MAIN PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of Preston Muslim Girls High School and the Department.

This job description in general terms highlights the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

Strategic direction and development of the school:

- to provide inspiring and purposeful leadership for the pupils within a caring and secure Islamic environment
- to work in partnership with the stakeholders of the school and the Local Authority in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community
- to promote the overall aims and objectives of the school
- promote and deliver the priorities and policies of the school by contributing to School Improvement and Development Planning. To consistently and persistently implement agreed policies and initiatives and adhere to the school's ethos within and beyond the school
- liaise, as required, with a range of educational partners, internal and external, to underpin the raising of pupil attainment
- participate in full staff and departmental meetings and to contribute to the school's decision making and consultation procedures
- support the school's home and community liaison work through the appropriate participation in events
- to work effectively as a member of the English faculty



Teaching and Learning:

- create and maintain an environment and a code of behaviour that promotes and secures good teaching, effective learning and high standards of achievement
- develop, use and apply their subject expertise to secure appropriate and consistent progress for all pupils across the range of background and ability
- develop and apply a range of effective learning and teaching strategies to raise the achievement of pupils, maintaining an up-to-date knowledge of good practice in teaching and learning techniques
- observe and be observed by colleagues and utilise feedback effectively
- participate in pedagogical discussions and developments, to share effective practice with colleagues
- use performance data to inform planning and teaching, including the evaluation of pupils' progress and setting of appropriate targets for improvement
- to make effective use of links with the community, including business and industry, to extend the curriculum and enhance teaching and learning.
- create and maintain an effective partnership with parents to support and improve pupil and community achievement and personal development
- to ensure subject policies, schemes of work & lesson planning are regularly reviewed in light of best practice
- in consultation with the Head of Department/Head of Faculty, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the School's Improvement Plan and the Department Development Plan
- assess, record and report on the development, progress and attainment of the pupils assigned to you within the school's guidelines
- provide and facilitate the general progress and well-being of any individual pupil assigned to you, providing guidance and advice to pupils on education and social matters
- to be a tutor to an assigned Tutor Group if required, and to carry out related duties in accordance with the general job description of Tutor

Management and Assessment:

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- to take responsibility for aspects of the subject(s) in consultation with the Head of Faculty
- use relevant data to monitor progress, set targets and plan subsequent lessons
- be accountable for pupil's attainment, progress and outcomes
- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- to keep appropriate records and to complete assessments and profiles of pupils as required by whole-school policy
- to maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience. To register each class using the electronic registration system according to school procedures
- to take responsibility for the safe keeping of the school's property and resources etc
- to monitor and control the use and storage of teaching materials, books, and equipment
- to supervise the use and care of the school fabric and equipment by the pupils and to ensure their adherence to relevant health and safety regulations
- to ensure that equipment, books, and premises are maintained in accordance with School policies



Relationships with Others:

- participate in the performance management cycle and inset days
- to participate in the induction of new staff
- to maintain good working relationships with stakeholders, the community and Local Authority and ensure all communication is consistent with the school's ethos
- ensure effective communication with all colleagues (teaching and support staff)

Accountability:

- make best use of all resources to support the attainment of pupils
- to ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning
- implement the school's policy with regard to registration, pupil absence, dress code and enforce the school's rules relating to behaviour and health and safety
- to carry out any such duties as may be reasonably required by the Headteacher

General Duties:

- to adhere to the policies and procedures of Preston Muslim Girls High School
- to carry out 'the duties of a schoolteacher' as set out in the Schoolteachers' Pay and Conditions Document & Teacher Standards
- to share in the corporate responsibility for the development and well-being of all pupils
- to share in the corporate responsibility for the development of e-learning, the innovative use of ICT and enterprise activities
- make a positive contribution to the wider life and ethos of the school
- demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between pupils and staff
- to take a pro-active part in the school's performance management system, both as a reviewer and reviewee, with the aim of improving standards of teaching and learning in the school
- to take reasonable care of one's own health and safety and that of others and inform the HR department of any concerns regarding health and safety

Finance:

- to be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying resources to the maximum benefit of the pupils
- to ensure that equipment, books, and premises are maintained in accordance with School policies



Ethos

Preston Muslim Girls High School encourages all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

- to play a full part in the school community, to support its distinctive mission and to encourage pupils to follow this example
- to support the school in meeting its legal requirements for worship and to attend year or whole school acts of worship as requested
- to actively support the corporate policies of the school

Equal Opportunities

We are committed to achieve equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people, and vulnerable adults.

In order to comply with safer recruitment, all applications must be on the school application form (which is also available from the school or via the website): CVs alone are not acceptable.

Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Check. Preston Muslim Girls High School is committed to safeguarding and promoting the welfare of children and young people.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

This appointment is with the Governing Body of the school, with the Governors as employers. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the school's modified pay policy which will apply to this post



Teacher of English

Person Specification

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
QUALIFICATIONS				
1.	A degree qualification or relevant qualification.	E	✓	
2.	Qualified Teacher Status or working towards qualification.	E	✓	
3.	Evidence of continuous professional development.	E	✓	✓
EXPERIENCE				
4.	Track record of sustained and effective teaching.	E	✓	✓
5.	Successful delivery of outstanding attainment and achievement.	D	✓	✓
6.	Innovation & creativity to engage, enthuse & progress learners.	E	✓	✓
7.	Partnership and team working.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Ability to teach English to KS3 and KS4.	E	✓	✓
9.	Ability to deliver effective and outstanding learning and teaching in the classroom.	E	✓	✓
10.	Ability to deliver the highest standards of classroom and behaviour management.	E	✓	✓
11.	Knowledge of curricula, specifications and assessment criteria in English.	E	✓	✓
12.	Ability to prioritise conflicting demands.	E	✓	✓
13.	Ability to set clearly articulated targets, to track progress and adopt strategies towards achieving them.	E	✓	✓
14.	ICT skills to deliver engaging lessons and monitor pupil progress effectively.	E	✓	✓
15.	Ability to communicate effectively, articulately and sensitively with a range of groups and individuals.	E	✓	✓
16.	A good attendance and punctuality record	E	✓	✓
17.	Excellent time management organisation	E	✓	✓
18.	High Expectations of self and professional standards	E	✓	✓
19.	Ability to provide pastoral support to young people in a form group setting.	E	✓	✓
PERSONAL QUALITIES				
20.	A passionate belief in the school's mission.	E	✓	✓
21.	A strong belief in the value of education in developing citizens.	E	✓	✓
22.	Highest levels of professional and personal integrity.	E	✓	✓
23.	Professionally assertive and clear thinking	E	✓	✓
24.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
25.	Personal resilience, persistence and perseverance.	E	✓	✓
26.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
27.	Sympathetic to the Muslim faith and its Ethos.	E	✓	✓