

Temporary Teacher of English, Maternity Leave Cover – Job Description

Post Title: Teacher of English

Scale: MPS/UPS

Reporting to: Head of Department

Main Purposes of Role:

Under the direction of the Head of Department the successful candidate will be expected to:

- Contribute to and improve the teaching and learning throughout the curriculum area, aiming for the highest achievable standards in all lessons.
- Contribute to the development of the English curriculum and develop links with other areas.
- Develop schemes of work and support the planning throughout the subject in order to improve teaching and learning.
- Contribute to the delivery of the curriculum in the subject area and the assessment of student progress to ensure that teachers and students are working towards the highest standards of achievement.
- Work positively with the Head of Department and collectively develop and improve all aspects of teaching and learning in this area.
- Teach classes across the age and ability range.
- Work in accordance with the school's aims, department and school policies, which are designed to provide an appropriate education for all students and encourage individuals to high personal achievement.

Key Accountabilities/Main Duties:

- To contribute to the delivery of the teaching and learning in the English department, together with the collective development of resources, schemes of work and lesson plans of the highest standard.
- To develop your teaching and learning of English through personal development and training.
- To assess student progress and take appropriate action when such progress identified is below expected targets.
- To deliver challenging, purposeful, enjoyable and appropriately differentiated lessons in the subject.
- To make an enthusiastic contribution to extra-curricular activities.
- To actively uphold and promote the Catholic Life of the school.
- To promote outstanding behaviour amongst students to create a purposeful learning environment in the classroom, assisting colleagues in the curriculum area to achieve this.
- To ensure that the specific needs and language requirements of all students are met.
- To support the purposeful use of ICT in this area in order to improve teaching and learning.
- To maintain progression and continuity in the subject area for students as they move up the school.
- To assist in the promotion of whole school and departmental policies and to follow the school's appraisal procedures and aims.

General Duties and Expectations:

- Take on the role of a Form tutor and deliver our Character and Culture Programme.
- Contribute to the overall ethos and aims of the school.
- Support the Catholic ethos of the school and promote the Catholic values and virtues.
- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Principal.
- Attend middle and senior leadership meetings as required by the Principal.

Semper Fidelis – "Always Faithful"

*Called as God's family we strive to achieve our personal best,
by living and learning in Christ*

- Complete AM, Break, Lunch and PM duties as required by the Principal.
- To maintain the confidentiality of all the School's records relating to students, in line with the latest GDPR requirements and the Freedom of Information Act.
- To uphold and comply with the safeguarding policies within the school.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/status and will be subject to discussion, in accordance with the guidance note on contractual changes.

The above responsibilities are subject to the general duties and responsibilities contained in the current School Teachers' Pay and Conditions document.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

Special Conditions:

Hagley Catholic High School is a member of the Emmaus Catholic Multi Academy Company, which is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Disclosure and Barring Service check and medical clearance.

Teacher of English – Person Specification

	Essential	Desirable	Evidenced
Education and Training			
DfE recognised Qualified Teacher Status	✗		Application Form
Degree or equivalent qualification	✗		Application Form
Evidence of Professional Development relevant to the role	✗		Application Form
Knowledge and Experience			
Knowledge of current educational theory and pedagogy	✗		Interview
Understanding and/or experience of current developments in the secondary curriculum	✗		Interview
Understanding of current approaches to assessment, recording and reporting procedures at various levels	✗		Interview
Ability to create innovative resources and new learning opportunities.	✗		Interview
Experience of developing a range of teaching and learning materials to engage and inspire progress	✗		Interview
Proven success of effective teaching and learning in within a secondary school		✗	Interview
Proven track record raising standards for students of all abilities		✗	Interview
Ability to evaluate and improve the teaching practice of self and others		✗	Interview
Professional Skills			
Ability to liaise with other teaching staff and work in co-operation with colleagues	✗		Interview
Ability to motivate students through the use of a variety of teaching methods and the setting of appropriate goals and monitoring of progress	✗		Interview
Ability to successfully encourage students to the highest standards of individual achievement	✗		Interview
Ability to assess, monitor and report on students' progress	✗		Interview
Ability to adopt flexible teaching and learning strategies	✗		Interview
Ability to use a range of classroom management techniques to inspire learning and engagement	✗		Interview
Ability to communicate effectively, orally and in writing	✗		Interview
Personal Qualities and Attributes			
Ability to relate well with children and adults	✗		Interview
Ability to work as a member of a team	✗		Interview
Interpersonal skills	✗		Interview
Ability to demonstrate empathy and understanding with all students regardless of need	✗		Interview
Safeguarding			
To comply with the Schools commitment to the protection and safeguarding of children	✗		Interview
To demonstrate understanding of current safeguarding concerns and practices	✗		Interview

Policy Statement On The Recruitment Of Ex-Offenders

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all Disclosure applicants at the outset of the recruitment process. The full DBS Code of Practice is available at www.disclosure.gov.uk

- ❑ As an organisation which uses the Disclosure and Barring Service (DBS), the School Committee complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- ❑ We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all job applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- ❑ We are committed to the fair treatment of applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- ❑ We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- ❑ All application forms and recruitment information will contain a statement that a Disclosure will be requested in the event of being offered the position.
- ❑ We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information should be sent under separate, confidential cover. The information will only be seen by those who need to see it as part of the recruitment process.
- ❑ At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- ❑ We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- ❑ We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar you from working at the school. This will depend on the nature of the position and the circumstances and background of your offences.