



**ST JOSEPH'S
COLLEGE**

APPLICATION FOR THE POST OF

Teacher of English

Permanent

JOB DESCRIPTION

All teaching staff are responsible to a Head of Faculty/Subject Line-manager. Where more than one subject is taught, the line-manager will usually be within the main subject area with regular feedback being provided by the line-manager of the other subject area/s.

Teacher of English

Responsible to: Head of English Faculty

The successful candidate will be expected to contribute to the delivery of English at KS3 and GCSE.

The post is suitable for either an experienced teacher or recently qualified ECT.

General Requirements

All staff are expected to:

- Be committed to safeguarding of children and young people at the College.
- Contribute to the College's extra-curricular programme.
- Actively support the ethos of the College.
- Contribute to the daily running of the College and follow its policies and procedures.
- Organise, plan and prepare lessons.
- Share good practice with colleagues wherever possible.
- Take an active role in ensuring the realisation of the College Development Plan and Faculty Action Plan.
- Treat each student as an individual with courtesy and respect.
- Teach lessons which meet all pupils' specific learning needs; assess, monitor and record progress and be up to date with developments in their specific subject area.
- Undertake any other duty deemed reasonable by the Principal.

Specific roles:

- Create a stimulating, attractive, healthy and safe environment for students and other staff to work in.
- Deliver engaging and challenging lessons which enable all students to make good progress in their learning.
- Ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special education or linguistic needs.
- Attend Faculty meetings and other meetings as required.
- Ensure the effective coverage and delivery of the National Curriculum programmes of study/GCSE syllabus.
- Adapt teaching appropriately for different groups of students including EAL/SEND and more-able students.
- In conjunction with the HOF, review syllabuses/specifications and ensure schemes of work and departmental handbooks are an inherent part of subject teaching.
- Support lesson observation and monitor teaching and assessment to embrace current best practice.
- Keep abreast with current research and pedagogy in subject area, engaging with the College's professional development programme.

- Work with HOF to ensure consistently high quality of Teaching and Learning within the classroom.
- Contribute as required to various College publications such as pupil handbooks, option booklets, staff handbook, health and safety manuals and College magazines and newsletters, and ensure familiarity with their contents.
- Contribute to College events, Open Mornings and taster days for prospective students.
- Evaluate student data to assess performance within classes taught.
- Assist in identifying subject resources needs to enable HOF to set appropriate budgets annually.
- Take an active role in the discussion of Faculty Action Plans in line with the College Development Plan.
- Undertake regular line management meetings with direct line manager.
- Assist HOF to develop links with Colleges in the UK and abroad as well as links with business and industry.
- Liaise with the pastoral team to monitor academic progress of students taught.
- Seek opportunities to evaluate the perspectives of students.
- Assist in the development of strategies to ensure effective transition across key stages.
- Ensure that all appropriate College procedures and policies are known and followed.
- Ensure that professionalism and best practice are maintained and reflect national developments.
- Contribute to the marketing and promotion of the College.
- Develop and maintain teaching spaces and resources to motivate students and promote effective learning.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties

Person Specification

Education and Qualifications	Essential	Desirable
Qualified teacher status.	✓	
Degree or relevant qualification	✓	
Commitment to personal/professional development.	✓	
Experience	Essential	Desirable
Experience of teaching English at KS3, KS4. Or equivalent	✓	
Experience of teaching or lesson observation in Post 16 lessons.		✓
Knowledge and Understanding	Essential	Desirable
Secure knowledge and a good understanding of the key skills, concepts in specialist subject.	✓	
Clear understanding of the secondary curriculum and its assessment.	✓	
Employ a range of effective teaching, learning styles and assessment methods.	✓	
Able to use assessment data to inform and set targets.	✓	
Teaching and Learning	Essential	Desirable
Ability to raise the achievement for all.	✓	
Committed to ensuring excellent standards of behaviour at all times.	✓	
Committed to the role of tutor for a group of students and the benefits of pastoral care.	✓	
Experience of teaching a range of courses including KS3 and GCSE.	✓	
Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork.	✓	
Good communication skills	✓	
Excellent role model for staff and students.	✓	
Innovative approaches to curriculum delivery.	✓	
Ability to generate ideas and drive initiatives	✓	
Personal Qualities	Essential	Desirable
High expectations of students and colleagues.	✓	
Highly motivated and able to motivate and inspire staff and students.	✓	
Enthusiastic and committed.	✓	
A passion for teaching.	✓	
A forward thinking approach.	✓	
Excellent interpersonal skills.	✓	
Ability to be reflective and self-critical.	✓	
Display calmness under pressure.	✓	
Potential for further promotion.		✓
Charismatic – having a ‘presence’.	✓	
Willingness to take on other roles and responsibilities within the department.		✓
Other Requirements	Essential	Desirable
Enhanced DBS Disclosure is required.	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Safeguarding training	✓	

St Joseph's College Vision and Values

Core Framework

VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil's **mind, body, heart**, and **spirit** to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others