



JOHN HENRY NEWMAN CATHOLIC COLLEGE

Heart Speaks To Heart

Job Description and Person Specification

Teacher of English
MPS Suitable for ECTs
12 months FTC initially



Leading Parent
Partnership Award

2017-2020



Artsmark
Platinum Award
Awarded by Arts
Council England

Teacher of English- Job Description (12 month FTC initially)

Job Title: Teacher of English
Reports to: Head of Department
Purpose of the Job
<ul style="list-style-type: none">● To support the English department and contribute to the wider ethos of the school● To support the Catholic Ethos of the school.● To be responsible for making the education of students a priority and being accountable for achieving the highest possible standards in work and conduct to meet the Teacher Professional Standards.● To be responsible for acting with honesty and integrity; having strong subject knowledge, keeping knowledge and skills up-to-date and the ability to create positive professional relationships. Work with parents in the best interests of the students.● To implement an English curriculum that is underpinned by our HEART values and committed to Catholic Social Teaching.● To be responsible for a specific cohort of students and acting as a role model by establishing effective professional relationships with the students to enable them to achieve their full potential.● To lead a tutor group and be the main source of reference for students to raise any issues or concerns.
Main responsibilities and Duties
Mainscale Teacher <ul style="list-style-type: none">● Set high expectations which inspire, motivate and challenge students by implementing and delivering a knowledge-rich curriculum● Contribute to the Department Development Plan and support the implementation of whole school policies● Contribute to and deliver departmental Schemes of Work● Manage the classroom environment to ensure effective learning takes place● Monitor student progress, ensuring appropriate assessment, recording and reporting of student achievement is carried out and relevant information is provided to the Curriculum Leader/Head of Year● Use tracking data to identify and challenge student underachievement and inform teaching and learning● Ensure the effective deployment of SEND assistants and other support staff● Contribute to and implement Student Support Plans as appropriate● Produce reports and other requests for information within the required deadlines which are appropriate and are of high quality● Communicate with parents as appropriate● Actively support and promote high standards of teamwork within the subject area, ensuring work is set in the event of known absences and unplanned absence where appropriate● Identify own CPD to meet personal needs and wider school priorities
Form Tutor Role <ul style="list-style-type: none">● Maintain discipline and acceptable standards of conduct and appearance of students● Establish a rapport with students to develop their social and academic potential and

acts as a main source of reference for their problems

- Responsible for accurate marking of form registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not
- Monitors the homework of students, undertakes teaching of form periods, escorts the form to assemblies and attends tutor meetings called by the Head of Year
- Monitors and intervenes proactively in matters relating to student progress
- To analyse Class Charts data to identify emerging patterns of behaviour for form students

Upper-pay scale

- Support other teachers to improve their practice
- Take a leading role in the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Proactively participate in any relevant meetings/professional development opportunities at the school which relate to the learners, curriculum or organisation of the school, including pastoral arrangements, CPD and assemblies

Relationships

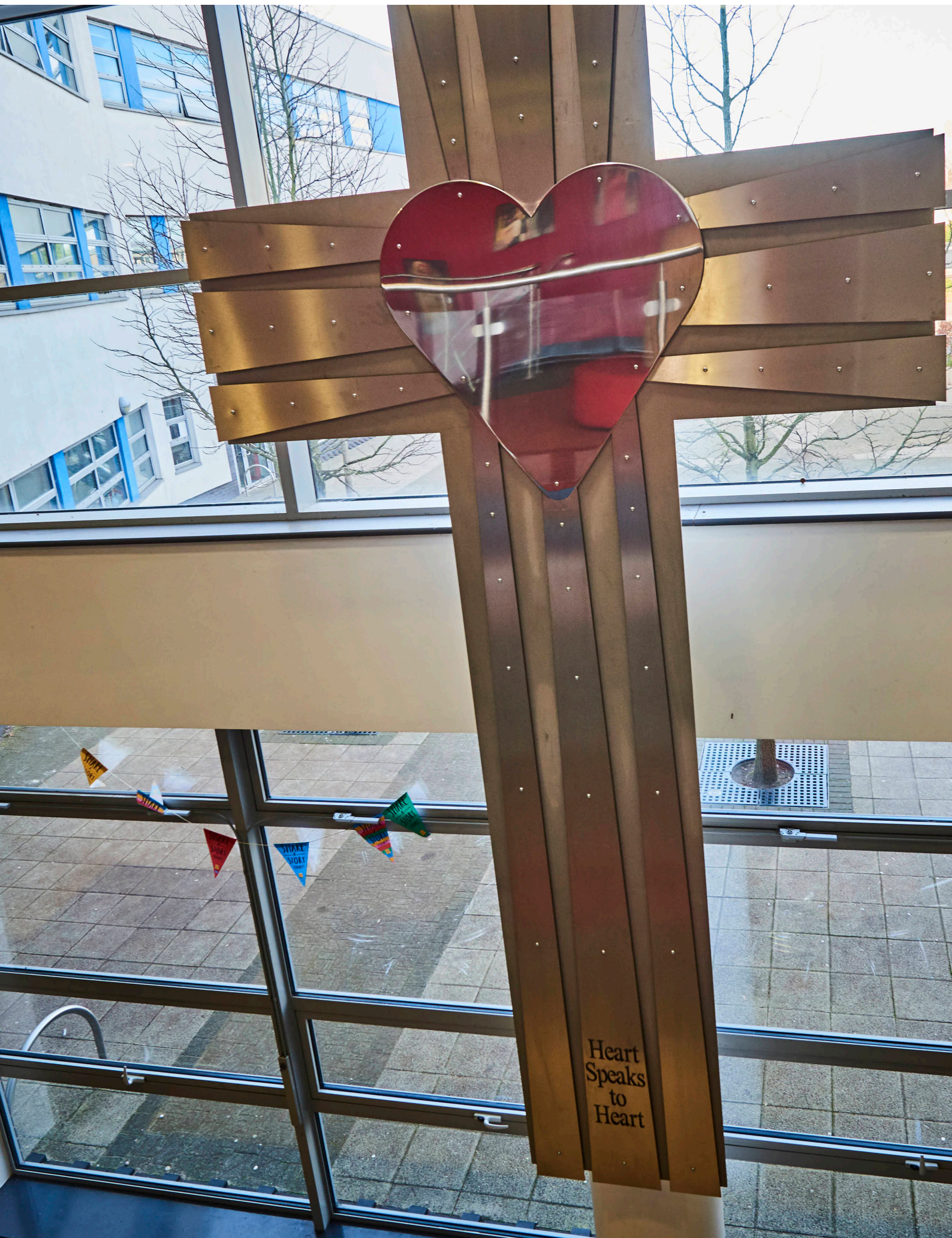
- The Postholder is responsible to the Headteacher in all matters, to the relevant Deputy Headteacher in respect of student welfare and pastoral matters and the Curriculum Team Leader in respect of the subject timetable and of curriculum development.
- Assists with the supervision of the teaching and support staff allocated to work in the subject.
- Interacts on a professional level with colleagues.
- Seeks to establish and maintain productive relationships with them, in order to promote mutual understanding of the subjects in the school curriculum and to reduce subject isolation. The aim is to improve the quality of teaching, learning and standards of achievement in the school.
- Fosters positive relationships with parents, outside agencies and the wider community to promote the school in a positive light and secure the best outcomes for the students at the school.

Person Specification

AREA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Good Honours English degree 	<ul style="list-style-type: none"> • Masters degree
Experience	<ul style="list-style-type: none"> • Experience of teaching English in a secondary school • Experience of teaching KS4 	<ul style="list-style-type: none"> • Experience of teaching KS5
Skills	<ul style="list-style-type: none"> • The ability to lead, motivate and inspire others 	<ul style="list-style-type: none"> • Leadership

	<ul style="list-style-type: none"> ● The ability to coordinate and support the work of others ● The ability to support a team culture ● A consistently good teacher ● The ability to implement clear, consistent and effective approaches to learning, securing excellent relationships and behaviour ● The ability to make a difference ● Sound understanding of the process of teaching, learning and assessment ● Excellent interpersonal and communication skills ● The ability to work as part of a team and support school events ● The ability to work independently ● The ability to foster good relationships with students, staff and parents ● The ability to enthuse young people to want to learn in your subject ● The ability to analyse information and use sound judgements 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ● Professional integrity and high expectations The ability to plan and organise time effectively, work under pressure and meet deadlines, while keeping equilibrium 	<ul style="list-style-type: none"> ● Willingness to take responsibility ● Ambition

	<ul style="list-style-type: none">• Energy, drive and enthusiasm• Willingness to be involved in the extra-curricular life of the school• A sense of humour• A positive can-do attitude• Willingness to work hard• Adaptability• A genuine passion for teaching your subject others• Commitment to the safeguarding of young people	
--	---	--



Heart
Speaks
to
Heart

© John Henry Newman Catholic College

For every child to know they are loved and to develop a relationship with Jesus through 'Heart Speaks to Heart'.