Dear Applicant,

Thank you for your interest in the position of Teacher of English. We are seeking to appoint a suitably qualified person to join an ambitious and supportive school.

**Salary Scale**

Teachers’ Main Pay Scale / Upper Pay Scale

**Contract**

Permanent.

**Background Information**

Lymm High School is a 11-18 school with nearly 1900 students (380 in the 6th form) and exceptional resources, including 28 acres of beautiful grounds, a swimming pool, leisure complex and our own residential centre in Anglesey. A very good and well-established school already, we have made rapid progress in recent years and have no intention of resting on our laurels. The potential here is immense and the successful applicant will have a key role in our continued development.

English results have been consistently good and under the dynamic leadership of new head of faculty are expected to rise significantly over the next few years. This post would suit an NQT as well as someone who has already been teaching for a few years. We are as interested in your potential and determination to become a first class practitioner as we are in your experience to date. In addition to the full time post there may be the possibility of a second part time post for the right candidate.

**Method of Application**

The preferred method of application is electronically via email. All applications must be made using the school’s application form. Applications will be shortlisted for interview and the HR Officer will contact those selected regarding the time and venue. Applicants who have not been contacted within two week of the close date can assume that on this occasion their application was unsuccessful.

**Closing Date**

Applications received after the closing time of 9am on Wednesday 23rd January 2019.

**Interview Dates**

Week commencing Monday 28th January 2019.

**Safeguarding**

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Lymm High School policies and practices to ensure learners are safeguarded and protected.

If you have any questions, please contact us on 01925 755458 or email recruitment@lymmhigh.org.uk.

Thank you again for your interest in working at Lymm High School. We look forward to hearing from you.

Mr Gwyn Williams

JOB DESCRIPTION

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| Job title | **Teacher of English** |
| Reporting to | **Head of Faculty** |
| The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that, whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.1. You are required to carry out the duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.
2. You are required to carry out such particular duties which form part of the current School Teachers’ Pay and Conditions Document as the Headteacher may reasonably direct from time to time.
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| **Key Tasks and Accountabilities** | **Strategic Leadership** * Identify areas for improvement within taught classes and contribute to the school self-evaluation and improvement planning.
* Use data and other information to inform strategic planning, to identify improvement targets, and to inform the school’s leadership.
* Analyse current performance of students within your groups and devise strategies for improving standards further.
* Establish, with the involvement of your line managers (head of department and head of faculty), plans for developing and resourcing the department to bring about continuous improvement in teaching and learning to promote student achievement.
* Monitor the progress being made towards targets established in subject planning.

**Teaching and Managing Pupil Learning** * Manage resources efficiently so that teaching and learning is effectively supported.
* Support planning/schemes of work in the department.
* Ensure curriculum entitlement and progression is achieved.
* Ensure curriculum coverage, continuity and progression for all students through clearly written and regularly reviewed schemes of work.
* Ensure you are clear about teaching objectives and provide guidance on methodology.
* Develop and sustain students’ communication, literacy and numeracy skills through the subject.

**Development*** Role model outstanding classroom practise.
* Achieve constructive working relationships with students.
* Sustain motivation; promote enthusiasm, openness to new ideas, commitment and a happy and homogenous team.
* Promote links and co-operation with other departments/faculties. Encourage department involvement in school wide initiatives and in the development of the whole school policy.

**Planning and Setting Expectations/Pupil Achievement*** Ensure all ability students are catered for.
* Set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets.

**Assessment and Evaluation** * Where appropriate establish and implement clear practices for assessing, recording and reporting on student achievement in line with school policy.
* Monitor pupil standards and achievement against annual targets and track progress of your classes.
* Lead the implementation of intervention strategies to ensure outstanding pupil progress for your groups.

**Relationship with Parents and the Wider Community** * Establish excellent and effective communication with parents.
* Help develop links with the local community to extend and enhance the work of the department.

**Manage Own Performance and Development*** Keep abreast of new curriculum thinking, teaching methods and examination syllabuses.
* Be aware of changes to the curriculum and assessment at KS3 and KS4, and ‘A’ Level reforms at KS5.
* Ensure innovation takes place through the curriculum area.
* Any other tasks as required by the Headteacher.
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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard.
* Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Participate in training and other learning activities as required.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
* To promote the area of responsibility within the school and beyond.
* To represent Lymm High School at events as appropriate.
* To support and promote Lymm High School’s ethos.
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
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REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Person specification

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| JOB TITLE | GRADE |
| Teacher of English  | Teachers Pay Scale  |

NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked ‘E’ are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

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|  | Necessary requirements |  |
| **Qualifications and experience** | A degree in English | E |
| PGCE/QTS or equivalent | E |
| Ability to teach across all Key stages | E |
| Successful experience of teaching to A’ level | D |
| **Skills and Abilities** | Ability to use own initiative, make decisions and respond to problems | E |
| Teach and plan lessons which are consistently good or outstanding | E |
| Use a variety of techniques to engage pupils and ensure good standards of behaviour | E |
| To be totally committed to continually improving the education of our pupils | E |
| Contribute to the wider life Faculty, supporting extra-curricular activities | E |
| Able to monitor progress and attainment of all taught classes | E |
| Work well in a team, contributing ideas and assisting with faculty procedures | E |
| Professional manner and good sense of humour | E |
| A commitment to continuing professional; development to develop subject knowledge and pedagogy | E |
| **Personal qualities** | A genuine respect for, and motivation for working with, young people, a commitment to inclusive education and a willingness to respond to the needs of all  | E |
| To be totally committed to continually improving the education of our students | E |
| The capacity for sustained hard work and resilience | E |
| A strong commitment to improving outcomes for all students and the drive and determination to make this happen | E |
| The ability to lead, motivate and inspire and to build warm and effective professional relationships with staff, students and parents | E |
| Commitment to extra-curricular activities within the school | E |
| Excellent organisational skills | E |
| Reliability, professionalism and integrity | E |
| **Other requirements** | Enhanced DBS Disclosure | E |