

NORTHGATE SCHOOL



RECRUITMENT APPLICATION PACK
FOR THE POST OF
TEACHER OF ENGLISH

NORTHGATE SCHOOL
EDGWARE COMMUNITY HOSPITAL
BURNT OAK BROADWAY EDGWARE, HA8 0AD

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Northgate School
together we can build a future

About us and the role

Northgate School is an alternative provision based at Edgware Community Hospital. The school, rated 'Outstanding' by Ofsted in January 2018, educates up to 28 day and inpatient students with mental health challenges, providing an inclusive, caring and nurturing environment. This role would be suitable for an individual who has a desire to join a small and supportive team and has an interest in working with vulnerable children in a specialised environment. We are looking for an enthusiastic candidate with a strong track record in the classroom and a passion for inclusive education. The successful candidate will teach English language and literature up to Key Stage 4 as well as delivering literacy support to post 16 students. The role requires a passionate individual who can respond to the personal needs of each individual student. New staff will be offered training and induction around mental health and working in this specialised environment. We are committed to achieving the best for all our students despite the challenging circumstances that they face and believe that our staff are instrumental in securing positive outcomes both academically and socially.

English is a fundamental curriculum area at Northgate School and we are excited about finding the right candidate to work in this very special school.

The post is offered as a permanent contract for three days a week. There is flexibility in the days and hours available for the right candidate.

How to Apply

If you are interested in applying, please visit our website www.northgateschool.net to download a recruitment pack and application form.

The completed application form and personal statement should be returned to Office@northgate.barnet.sch.uk by 09:00 on Friday 29/01/2021.

Interviews will be held the week beginning the 8th February 2021 and due to COVID restrictions will take place virtually.

If you are invited for interview you will also be asked to plan and submit a prerecorded lesson which will form part of the interview process.

Closing date: 29/01/2021

This post is subject to an Enhanced Disclosure check (DBS) under the Rehabilitation of Offenders Acts 1974. Further details regarding this check are available from www.disclosures.co.uk

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Job description – Teacher of English

This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of teachers contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

Teacher of English

Responsible to: The Headteacher

Responsible for: Teaching and supporting all designated classes in the English Department

Job Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students
- To monitor and support the overall progress and development of students as a teacher and form tutor
- To facilitate and encourage a learning experience which provides students with opportunities to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth in the context of an alternative provision for students with mental health challenges

Teaching:

- To undertake a designated programme of teaching for Key Stage 3 and 4 (up to Key Stage 5 is desirable)
- To teach consistently high-quality lessons
- To plan and deliver schemes of work and lessons that meet the requirements of the KS3 and 4 curriculum as appropriate
- To be a positive role model for students, inspiring them to be actively interested in English language and literature
- To maintain appropriate records and to provide relevant accurate and up-to-date information for the management information system
- To complete the relevant documentation to assist in the tracking of students
- To set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching

- To prioritise and manage time effectively, ensuring continued professional development in line with the role
- To follow the school policies and procedures
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To implement schemes of learning for the English Department at all key stages
- To maintain and grow professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in the curriculum area of English
- To promote learning through out of hours activities
- To ensure a high-quality learning environment within English
- To use Google Classroom to support online learning activities for students

Assessment, monitoring and reporting:

- To lead, monitor and evaluate the assessment and feedback to students in English in line with whole school policy
- To follow the school monitoring and tracking systems relating to student's attainment, progress and achievement
- To mark, grade and give written/verbal feedback as required
- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To complete the relevant documentation to assist in the tracking of students
- To follow school policy regarding department tracking of student progress and use information to inform learning and teaching

Staff Development:

- To continue personal development in relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Appraisal process
- To participate in the whole school CPD programme

Student Support and Progress:

- To be a Form Tutor to an assigned group of students
- To promote the general progress and well-being of individual students
- To liaise with the relevant staff members to ensure the implementation of the Pastoral Support system.
- To register students, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To prepare for and contribute to a reflective and purposeful Learning Review Day experience
- To contribute to the preparation of Student Passports and other reports as required
- To alert the appropriate staff to problems experienced by students
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour for Learning policy so that effective learning can take place

Safeguarding:

- To be keenly aware of the responsibility for safeguarding children and to be vigilant in the application of the Safeguarding and Safe Practices policy within the school and the statutory guidance Keeping Children Safe in Education September 2020
- To comply with the school's Safeguarding Policy in order to ensure the safety and welfare of children and young people

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties at break times
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy.

Notes: The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

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Teacher of English

Outer London pay scale + SEN 1

| Person specification | Essential | Desirable |
|---|-----------|-----------|
| 1. Appropriate good academic qualifications (to degree level), QTS and the ability to teach English throughout the school to Key Stage 3 and 4. | E | |
| 2. Successful experience as a teacher of English in a current post or during teaching practices (NQT) and both the ability and drive to develop further. | E | |
| 3. The ability to work and learn in a collaborative, innovative team with high standards committed to raising expectations and achievement of all students with mental health challenges. | E | |
| 4. Evidence of excellent communication, resilience and organisational skills. | E | |
| 5. A thorough understanding of the English curriculum and GCSE specifications. | E | |
| 6. The willingness to teach other subjects and/or Functional skills qualifications if required. | E | |
| 7. Evidence of being able to build and sustain effective working relationships with staff both at the school and the medical team, parents/carers and the wider community. | E | |
| 8. The ability to contribute to the wider work of the school, including our work as tutors and other activities. | E | |
| 9. Flexibility and adaptability in order to be able to mix and work with a wide range of people and a commitment to equality and diversity. | E | |
| 10. A commitment to professional development. | E | |
| 11. An interest in learning about mental health | E | |
| 12. Mental Health First Aid trained | | D |
| 13. To be alert and active on issues relating to safeguarding and child protection | E | |
| 14. The ability to use ICT effectively | E | |
| 15. Willingness to offer extra-curricular provision | | D |
| 16. A good sense of humour | E | |