



# Notre Dame

CATHOLIC SIXTH FORM COLLEGE

## **TEACHER OF ENGLISH**

**The appointment will be made on the Sixth Form Colleges' Employers' Association Salary spine for teaching staff – Point 1 £23,396 to point 9 £38,748. To commence January 2019.**

### **About Notre Dame Catholic College**

Notre Dame is a Catholic Sixth Form College with a historical track record of success. It is located near to the universities and within walking distance of the city centre with good transport connections to the rail/bus stations. Our core activity is to provide education for students aged 16-18, offering a range of A Level and BTEC courses, at both level 2 and 3. It is a very successful college of approximately 1900 full time 16-18 year olds. Notre Dame's success rate makes it one of the best sixth form centres in the country. Student progression is excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

### **An Outstanding College**

The latest Ofsted Inspection in the summer of 2008 graded all areas of the College as 'outstanding'. It confirmed that there is a culture of high expectations and rigorous quality improvement in all areas. Standards, expectations and processes have continued to improve since then. Students achieve well above their target grades and make a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

### **Our Community**

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationships with College trustees, and with the Diocese of Leeds are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this for example students at the College are continually seeking to engage in

volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Health and Social Care students; the Medevs and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama, voluntary work, overseas visits (Spain, France, USA, Prague, China). There is a first class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

### **Staff at Notre Dame Catholic College**

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of its 170 plus staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

### **Staff Comments**

Jayne from the Law Department:

'I have worked here for 13 years because it is a College which cares about the students both academically and pastorally and which allows them to achieve their potential.'

Graham, Head of Drama and Theatre Studies:

'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'

Kay, Head of Level 2 Applied Science:

'Though I have been here only a week everyone is so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'

Meena, Health and Social Care Teacher:

'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic College allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'

Alex, Media and Marketing Technician:

'Coming to Notre Dame was one of the easiest career moves I've ever made, the staff were so friendly I felt instantly at home and part of the College. The best way I can describe the atmosphere is like a little country village where everyone knows your name and wishes you a good morning.'

## **Recruitment and Selection Policy Statement**

Notre Dame Catholic Sixth Form College is committed to safeguarding and promoting the welfare of young people and we expect all staff and students to share this commitment. A full copy of our Recruitment and Selection Policy is available on request.

This policy must be read in conjunction with our Equality and Diversity policies and forms part of our commitment to our statutory duties.

### **POST DESCRIPTION**

#### **ENGLISH AT NOTRE DAME**

The English Department at Notre Dame Catholic Sixth Form College is thriving and successful. At present, the department consists of six experienced teachers. The department is graded 1 in the SAR. Currently, some 400 A level students take AQA Specification A English Literature and English Language. The department also caters for approximately 250 students who are re-sitting English GCSE, with the AQA board.

English examination results are well above the national average as evidenced by our outstanding results in which the department frequently achieves 100% pass rate and above the national average for A\*-B grades. The department has made a major contribution to the academic standing of the College, both locally and nationally.

The department has a very active extra-curricular role within College, offering students the opportunity to become involved with the newspaper, the creative writing workshop and the English Society.

The successful candidate will be required to teach A-Level English Literature and English Language and GCSE classes. It is essential that he / she is able to maintain the high standards expected of the department by students, parents and governors, which have been attained over the past years.

The post offers the opportunity for an experienced or newly-qualified teacher to make a significant contribution to the future of Notre Dame within a supportive, friendly environment, with a commitment to the personal and academic development of all students.

### **MAIN DUTIES**

#### **Teaching and Learning:**

- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher.
- To undertake the assessment of students' work in accordance with the College's assessment policy.
- To have regard to the principles and values expressed in the College's Mission Statement.

#### **Curriculum Provision and Development:**

- To contribute to the development and delivery of curriculum subject(s) at different levels.

- To contribute to the development of resources, schemes of work, marking policies and teaching strategies in the department.
- To assist with the monitoring and follow up of student attendance.
- To implement College policies and procedures e.g. Equality, Health and Safety as detailed on the College intranet (Moodle2).
- To contribute to the planning activities of the department, reflecting the needs of the students and the aims and objectives of the College.
- To contribute to the effective use of ICT in the department, including the development of independent learning materials where appropriate and contribute to the College's VLE (Moodle2).
- To work as part of a team and to contribute to effective working relations.

#### **Student Support Systems:**

- To act as a Group Tutor and carry out the duties associated with this role. This includes delivering the College Pastoral Programme and conducting individual student reviews.
- To monitor, support, and report on the progress and development of individual students as required.
- To contribute to effective communication and consultation with parents of students when appropriate. This includes report writing and attendance at Parents' Evenings or other occasions designated by the College.

#### **Quality Assurance and Professional Development:**

- To actively participate in staff development activities.
- To participate in the College appraisal system.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To develop effective teaching and learning styles.
- To contribute to and participate in the College's procedures for lesson observation.
- To maintain accurate and up to date information concerning students and their progress.
- To contribute to the College liaison and information events e.g. attendance at the Open Morning and Parents' Evenings, and any annual Presentation Evening.

#### **Other:**

- To have regard to the principles and values expressed in the College's Mission Statement.
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy
- To have full regard for the College's Equality and Diversity and Health and Safety requirements
- To assist in liaison with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies where appropriate.
- To attend meetings in accordance with the College meetings' schedule.
- To contribute to the provision of a stimulating teaching environment whilst adhering to the Health and Safety policy of the College.
- To undertake any other duties that may be reasonably assigned by the Principal

This job description may be subject to revision depending on the future needs of the post and the College. Any changes will be discussed with the post-holder prior to implementation.

#### **PERSONAL AND PROFESSIONAL REQUIREMENTS**

## Method of Assessment

A = Application    I = Interview    T = Task    C = Certificate/s    R = Reference

### Essential

	Method of Assessment
• A good honours degree in English	A, C
• Ability to teach English to GCSE and Advanced Level	A, I, R, T
• Experience of teaching English	A, I, R
• Post Graduate Certificate of Education or equivalent (Secondary or F.E.)	A, C
• Ability to use ICT to enhance teaching and learning	A, I, R, T
• Ability to motivate students and to develop strategies to stretch the more able	A, I, R, T
• Ability to adopt a creative and imaginative approach to developing resources	A, I, R, T
• Ability to employ strategies for differentiation in teaching and learning	A, I, T
• Excellent interpersonal and communication skills	A, I, R, T
• The ability to contribute effectively to a team	A, I, R
• Excellent record of attendance	A, R
• Commitment to Safeguarding and promoting the welfare of young people	A, I, R, T
• Support for the Catholic ethos of the college	A, I

### Desirable

• The ability to offer a second subject to examination level	A, C
• Experience of working in a successful department	A, I, R
• Knowledge of developments in the post-16 sector	A, I,

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

**Completed applications should be returned via the TES Portal.**

**Closing date: 9AM on Monday 24<sup>th</sup> September, 2018.**

It is intended that interviews will take place during week commencing 1<sup>st</sup> October, 2018.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.