

**St Matthew's RC High School**

# **Teacher of English**



Application Pack  
Job Description & Person Specification

## **Appointment of Teacher of English**

The governors of St Matthew's RC High School are looking for an inspiring, motivated and enthusiastic teacher to join our strong, robust and forward-thinking English department. We are looking for someone who is passionate about their subject and determined in their mission to impart knowledge, skills and understanding to all of our young people, whilst exciting and engaging them in their learning.

We are seeking to appoint an outstanding practitioner to join our department. This is, in the first instance, a maternity cover for twelve months. Working as Teacher of English, you will be able to quickly ascertain strengths and areas for development for students and classes you teach and ensure rapid progression occurs, as soon as possible, by utilising your own skills as a teacher. With the support of the department and our Lead Practitioner for Teaching and Learning in English, you will be an outstanding practitioner who favours pedagogical innovation and takes meticulous risks, within the classroom, to ensure rapid progress for students. For NQTs, RQTs or more experienced MPS/UPS teachers, you will benefit from a personalised, introductory CPD package from our Associate Assistant Head Teacher to ensure your transition to the school runs smoothly and you feel completely supported in your new role.

### **Applicants**

You should be a committed classroom practitioner with a passion for learning and teaching. You must be able to establish excellent relationships with pupils and colleagues, and work well within a team.

Applicants should be fully supportive of St Matthew's Catholic foundation.

The English department is committed to continuing to raise academic standards for all its pupils and a successful candidate would have plenty of enthusiasm, drive and a good sense of humour, to achieve the targets we aspire to within this area of the school curriculum.

The Head Teacher and the Governing Body of St Matthew's RC School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for all posts prior to commencement.

**Salary:** MPS/UPS



## The English Department

This post provides an opportunity for the successful candidate to contribute to the further development of our English department. GCSE results for both English Language and English Literature performed amiably in 2016/17 although we are always seeking to improve and get the best possible outcomes for our learners. Teaching and Learning improvement is at the heart of everything we do in the English department, as we fully comprehend the fact that engaging, forward-thinking and challenging lessons are the way to ensure student progression and create excitement for English in students from a wide plethora of contexts.

Curriculum time and coverage:

Year Seven – four lessons per week – split over three bands.

Year Eight – three lessons per week - split over three bands.

Year Nine – four lessons per week - split over three bands.

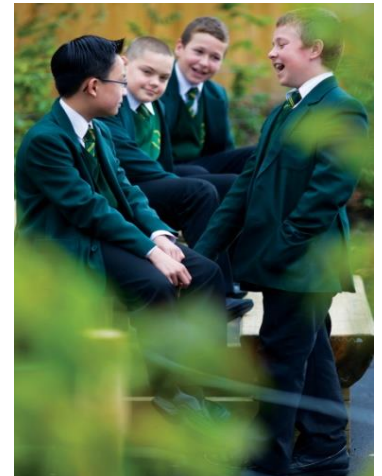
Year Ten – four lessons per week - split over two bands.

Year Eleven – four lessons per week - split over two bands.

## St Matthew's as a Catholic School

St Matthew's RC High School is dedicated to promoting a distinctive Catholic ethos by upholding the teachings of the Catholic Church. This means that everything we aim to achieve will be based on the teachings and practice of the Catholic Church.

Our motto is "Quaerite primum regnum dei" - "Seek first the Kingdom of God" - and our aim is to achieve this motto in our school life. We are committed to developing the full potential of every individual, regardless of culture, race, religion, disability, or special need by creating a safe, orderly environment where all members of the community work diligently in a spirit of co-operation and treat each other with courtesy and respect at all times.



Our ethos is very important to all members of our Community. We have religious assemblies, acts of worship in classrooms, Masses on feast days and other services throughout the year. All pupils follow RE at KS3 and KS4 all pupils take GCSE RE. Furthermore, we believe that the school is a place where we live out our Christianity on a day-to-day basis, making sure that each member of our Community is respected and appreciated.

The school is a member of the Manchester Catholic Education Partnership (MANCEP) and so has strong curriculum and pastoral links with the other Manchester Catholic High schools and Sixth form colleges. There is a joint training day each year. We also have very strong links with other schools across Greater Manchester.

## **The staff**

Our staff, both teaching and non-teaching, are extremely professional, hardworking and very supportive of each other. There is a good balance of staff who have worked for many years at the school and others who have joined us more recently. Staff are actively encouraged to maintain a healthy work / life balance. A notable feature of the school is the number of former pupils who are now members of staff.

We have a strong programme of training and development for all staff which is based both school development needs as well as personal ones.



## **OFSTED analysis**

We were inspected in September 2015. Key headlines were:

- ✓ The headteacher has established a strong culture, shared by other senior leaders and governors, that places the students and their families, and in particular their welfare at the centre of the school's ambition.
- ✓ The curriculum is a strength it includes a broad range of academic and vocational courses to which all students have access. This ensures that most students move on to further education, training and employment after Year 11.
- ✓ Students' spiritual, moral, social and cultural development is a strong feature of the school's work. Students are keen to serve the school and wider community, and are well prepared for life in modern Britain.
- ✓ High-quality support to keep students safe is a strength of the school.
- ✓ The school takes its responsibilities to promote equality of opportunity very seriously. Students have open access to all subjects of the curriculum. During the inspection they showed a strong awareness that no discrimination of any kind is tolerated by the school.
- ✓ The school provides a safe and harmonious environment for learning and promotes students' spiritual, moral, social and cultural development well.
- ✓ Many students contribute well to the life of the school and its community through, for example, taking responsibility for others as mentors and 'guardian angels' to younger students.
- ✓ Over the last three years, students' achievement at Key Stage 3 has risen significantly and steadily. This is because the school has put in place strong foundations in Key Stage 3 to improve students' achievement throughout the school

## **Salford Diocese Inspection (Section 48) June 2016**

- ✓ St Matthew's is a good school overall, where the mission statement of "we pray, we care, we achieve" is central to the work of the school. Governors and school leaders are clear in their mission for all pupils and inclusive to the most vulnerable.

- ✓ Positive relationships form the basis on which pupils are encouraged and loved to grow in their faith. This is supported by the adult community, who articulated and displayed a very strong commitment to their place of work.
- ✓ The governing body, headteacher and leadership team have strong and visionary leadership, which is shared by staff, pupils and parents.
- ✓ Pastoral care is outstanding, a strength, and the school's mission statement identifies 'care' as one of the core values. Pupils and adults are safe, because of the very high quality of safeguarding protocols. Pupils respond well to the wide range of opportunities to be involved in charitable activity and other forms of Catholic Action.



### **Your application**

You are asked to complete the enclosed teacher application form which you can also download from the CES website

<http://www.catholiceducation.org.uk/employment-documents/application-forms>

You should include the names of referees as stated on the application form, one of whom must be your **current** or most recent employer (or university tutor for candidates still completing their training).

The completed application should be returned to us either by post or email

[contact@smrchs.com](mailto:contact@smrchs.com) by **9am on Friday 17<sup>th</sup> November 2017**.

**Interviews to take place w/c Monday 20<sup>th</sup> November 2017.**

## **Job Description** **Teacher of English**

### **The Role**

To deliver outstanding teaching and learning in all aspects of English and therefore help pupils achieve excellent academic results, and be a role-model for pupils.

### **Key responsibilities**

- To be a model of excellent practice, maintaining a clear focus on outstanding delivery to pupils.
- To assist in embedding consistent pedagogy and practice for teaching in the English department by contributing to CPD sessions and sharing resources.
- To contribute in the development of consistently high quality MTPs and LTPs, for both Key Stages Three and Four.
- To provide a nurturing classroom and school environment which enables students to develop as learners.

### **Duties as a classrooms teacher**

#### **Teaching and Learning**

- With direction from the Director of Learning, and within the context of the school's curriculum and LTPs/MTPs, plan and prepare effective teaching modules and lessons.
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Use regular assessments to set targets for pupils, monitor student progress and respond accordingly to the results of such monitoring.
- To produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils.
- Develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in student achievement.
- Ensure that all pupils achieve at least at chronological age level or, if well below level, make significant and continuing progress towards achieving at chronological age level.
- Maintain regular and productive communication with pupils, parents and carers, to report on progress, sanctions and rewards and all other communications.
- Direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities.
- Implement and adhere to the school's behaviour management policy, ensuring the health and well-being of pupils is maintained at all times.
- Participate in preparing pupils for external examinations.
- Identify the intervention needs of pupils in the English department and liaise with relevant members of staff to ensure needs are met.

**Wider school responsibilities**

- Support the school's aims and objectives, take a full part in the liturgy and prayer life of the school and play a major role in the development of the School's Catholic ethos and fulfilment of the School Mission Statement.
- Monitor and support the overall progress and development of pupils as a teacher/ Form Tutor
- Fulfil any other reasonable duties requested by the Headteacher

## Person Specification

The person appointed will:

- Be committed to the Catholic ethos of the school;
- Hold a suitable degree and UK recognised teaching qualification;
- Have a passion for learning and teaching within English;
- Demonstrate understanding of current teaching and learning issues;
- Demonstrate understanding of the wider role that English has within the curriculum;
- Have a proven track record of student achievement.
- Demonstrate understanding of the role English plays in the delivery of the Mission of a Catholic School
- Demonstrate a commitment to the wellbeing and safeguarding of young people
- Demonstrate the ability to enthuse, enable and negotiate with others;
- Demonstrate the ability to effectively counsel, motivate and discipline adolescents.

Have experience of:

- Successful teaching in English across the full age, gender and ability range in a secondary school;
- Team management
- Curriculum management
- MTP/LTP contribution experience
- Experience of evaluating subjective performance in lesson observations
- Awareness of the necessity to contribute to quality assurance
- Possess good skills in:
  - Communication both one to one and with large groups;
  - Organisation;
  - Time management;
  - Interpersonal relationships