

## JOB DESCRIPTION

<b>Job Title:</b>	<b>English and Religious Education (RE) Teacher (Years 7 and 8)</b>
<b>Department:</b>	<b>Teachers are responsible to the Head(s) of Department(s) of the subject(s) they are teaching</b>
<b>Reporting to:</b>	The Head Teacher
<b>Curriculum Responsibility:</b>	English and RE to Years 7/8 PSHE to Year 8 (Optional Year 8 Form Tutor) Optional additional subject: Design Technology
<b>Job Purpose:</b>	<p><i><b>York Minster invites everyone to discover God's love through our welcome, worship, learning and work. The Minster School provides a safe and enriching environment for the education of the whole child in every family that choose to attend our school.</b></i></p> <p>Teachers are responsible for both pedagogy and subject knowledge. Teachers should keep up to date in both regards. Training both within and outside the school is offered and - where relevant to the needs of the individual, the department or the school - is encouraged and supported.</p> <p>A part-time teaching load includes nominal lessons for marking, preparation, 'prep-time' and 'cover for other teachers'. The formula for this is described elsewhere.</p> <p>All teachers should feel empowered to make suggestions about the way the school operates, suggest innovations, and offer constructive criticism of current practice.</p> <p>All teachers have a responsibility to uphold the school rules, and its aims, values and expectations and to behave with integrity according to the code of behaviour for employees and volunteers of the Chapter of York (York Minster).</p>
<b>Duties &amp; Responsibilities:</b>	<p><b>Teaching and Lesson Organisation:</b></p> <ul style="list-style-type: none"> <li>• Teaching the appropriate schemes of work as determined by the Head of Department</li> <li>• Planning preparing and presenting lessons that cater for the needs of the whole ability range within the class</li> <li>• Teaching students in a manner which: Maintains high academic standards</li> </ul>

Is in line with the foundation of the School

Challenges stereotypes and enables all students to reach their full potential

Encourages and enthuses with a positive and happy culture of learning

- Maintain appropriate classroom discipline
- Supporting colleagues in the delivery of a specific subject area
- All staff of the Minster School are required to engage with the performance management meetings and improvement planning processes.
- Working flexibly with colleagues to arrange cover and examination invigilation according to current arrangements

#### **Marking and Assessment:**

- Marking pupil's work and keeping records; contributing to and keeping records of other assessment as required – for example, grades, internal examinations – and making use of electronic management systems as required by the School
- Marking work with an ultimate aim of facilitating positive pupil development
- Writing reports and parent consultations' notes
- Meeting parents at Parents' Evenings or other appropriate occasions to discuss their child's progress

#### **Personal/Continuous Professional Development (CPD):**

- Keeping a record of the work done
- Taking part in the School's scheme for Continuing Professional Development
- Letting the Head Teacher know as soon as possible in the event of illness or other reasons which prevents attendance at School
- All staff of the Minster School are required to continue to update their skills and record their CPD. Where less experienced staff or volunteers are working with a member of staff the employee is required to give clear instruction and constructive feedback to enable shared learning.
- Additional tasks may also require you to complete additional safeguarding checks and / or appropriate training; for example, in order to drive a school minibus an employee will be required to show a clean driving licence and to attend specialist (MIDAS) training.

#### **Wider School Context:**

- Contributing fairly to the work of each department, and respecting its particular character and procedures
  - Organising and taking part in school events – with some evening and weekend work
  - Anything else which may reasonably be requested by the Head Teacher
- Note: Part-time staff are welcome to attend all events for the whole School and are expected to attend INSET and other training days but no additional payment is offered. Part-time staff can find records of staff meetings in the staff room, and should acquaint themselves with this information.
- Part time teachers are required to fulfil the reasonable requests of the Head Teacher or members of the SLT where they are issued.
  - Meeting with other child welfare professionals where necessary
  - Provision of wrap-around care
  - Co – Curricular/Extra-curricular activities (including but not limited to social media updates)

**Health & Safety:**

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

**Safeguarding**

Safeguarding children is our absolute priority above everything else that we do. All staff members are required to read the school's Safeguarding policy and Keeping Children Safe in Education September 2018. All members of staff are provided with a copy in electronic format. All inductees are provided with soft copies of those documents. A hard copy of these documents can be found in the staffroom policies handbook. Subsequent revisions and updates will be provided in electronic formats unless a member of staff specifically requests a hard copy.

Safeguarding updates will be issued in response to changes in statute, regulation and guidance but, as a minimum, annually. Safeguarding matters are a standing item of weekly staff meetings. Regular training will be offered in Safeguarding and associated matters but it is the job of each member of staff to keep themselves up to date and familiar with current best practice. Safeguarding children is everyone's responsibility.

**Living Wage**

The Chapter of York is an accredited living wage employer.

**Pensions**

The Chapter of York will contribute to the Teachers' Pension at the appropriate tier for those that qualify.

## PERSON SPECIFICATION

**Position Title:** English and Religious Education (RE) Teacher (Years 7 & 8)

**Department: The Minster School**

**The Person Specification focuses on the skills, experience, knowledge and qualifications required to undertake the role effectively.**

<b>REQUIREMENTS</b>	<b>ESSENTIAL (E) DESIRABLE (D)</b>	<b>MEASURED BY: A - Application form I – Interview T – Test R - References</b>
<p>The post holder must be able to demonstrate:</p> <p><b>Absolute Integrity and Values</b></p> <p>The Minster exists to proclaim the Christian faith, so the appointee needs either to have or to be able to develop an understanding of the Church of England, its ethos, structures and mission, work comfortably and in sympathy with the worship and mission of the cathedral and be willing to engage in all aspects of the cathedrals life.</p>	E	I/R
<p><b>Education/Training</b> <i>(Academic, vocational/professional and other necessary training)</i></p> <p>Teaching Qualification – or willingness to work towards achieving a suitable Teaching Qualification within the next three years.</p> <p>Educated to degree level or equivalent in a relevant subject</p> <p>Paediatric First Aid training, or willingness to complete such training.</p> <p>Up to date – ‘Prevent’ and safeguarding training for education</p> <p>Experience of teaching a relevant age groups (Y7/Y8)</p>	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	<p>A</p> <p>A</p> <p>A</p> <p>A/I</p> <p>A/I</p>
<p><b>Knowledge &amp; Experience</b> <i>(e.g. report writing, IT skills, Microsoft Office)</i></p> <p>Experience within a British mainstream School (independent, academy or state sector)</p> <p>Experience of teaching English, RE and PSHE.</p> <p>Understanding of Common Entrance and Independent Secondary School entrance requirements</p> <p>Experience of coaching students through the Common Entrance exam.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>I</p> <p>A</p>

Experience of educationally challenging – individual students to achieve to their potential.	E	I
A willingness to contribute to and co-ordinate extra-curricular activities	E	I
A willingness to contribute to and co-ordinate residential learning programmes	E	I
Assessing risk for health and safety and security on the classroom and for any school activity and acting appropriately in response	E	I
Willingness to maintain a healthy and clear teaching environment	E	I
IT Skills including ability to use Microsoft office, school record systems and data systems as required to fulfil a teaching role.	E	A
<b>Competencies</b> <i>(e.g. communication, interpersonal, decision making, problem solving, team player, values diversity)</i> Ability to communicate effectively with parents and stakeholders as an ambassador of the School and for the Minster as a whole. An awareness of the development of the whole child Able to risk assess and record effective H&S Risk Assessments Ability to inspire Energy and enthusiasm Imagination and a good sense of humour Ability to sensitively manage the pastoral needs of a form group Understands and upholds a Safer organisation to ensure Safeguarding in School	E  E  E E E D E  E	I  A/I  I I I/R I/R I/R  A
<b>Special Features</b> <i>(e.g. Travel required)</i> Willingness to attend residential education programmes (where personal dependent caring responsibilities allow) Willingness to work during holidays and term time for the reasonable preparation time for planning and marking to fulfil the training and whole requirements of the job. Participate in the observation of colleagues and offering constructive feedback to develop the teaching methods in use in the School.	E  E  E	A/I  I/R  A/I