St Monica's R.C. High School

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Headteacher: Mr C Foley MA Hons (STA) PGCE

6th March 2020

Dear Applicant

I would like to welcome you to St Monica's Roman Catholic High School and I am delighted that you are interested in applying for the position of Teacher of English at our school. We have the pleasure of serving the Catholic community of Prestwich and the surrounding area.

The foundation of all our work is the gospel message. Our Mission Statement really does capture what we stand for and the education we aim to provide for all of our students. We are keen to employ staff who are committed to supporting and leading within our Christian context. In the next few months the school will be joining the St Teresa of Calcutta Catholic Multi-Academy Trust.

Our school is rapidly improving and this has been recognised by both the Salford Diocese in July 2019 and Ofsted in December 2019. Our 2019 overall progress was also strong and we expect it to continue to improve. Our vision is to ensure all aspects of our work are exceptional - our Catholic duty is to serve those pupils who come through our doors each and every day. I am convinced of the difference that we can make together over the coming years.

We are now striving to improve our outcomes so that young people leave us with the skills and talents needed to create God's Kingdom once they have left us. I always challenge the students to excel. If we do our job as we should, a future Prime Minister or world-class surgeon is in our midst. We love and value our students and we do all we can so they can become successful, and I am looking for likeminded professionals to join our team who think and act the same.

If you wish to become part of our community, please return the application form and supporting statement to us by Friday, 27th March at 12:00 pm. Should you wish to arrange a visit to St Monica's prior to submitting an application please do so, this can be arranged by contacting h.collier@stmonicas.co.uk. I would be delighted to meet you, show you around and outline the steps we are going to take to become a school pupils and parents can be proud of.

Once again, thank you for the interest and time you have committed to the application process so far. If you believe you have skills and drive to be exceptional, and are keen to serve the young people of Prestwich and are a teacher who is looking for career defining challenge, you could be just the person we are looking for.

Yours faithfully

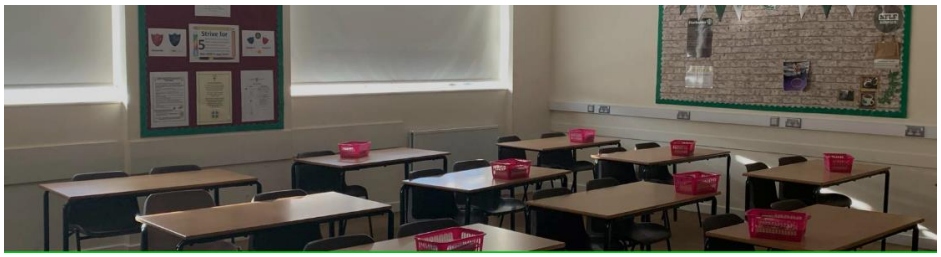
Mr C Foley
Headteacher

St Monica's Roman Catholic High School

THE ENGLISH DEPARTMENT

At St Monica's we provide our students with both a demanding and creative English curriculum aimed at nurturing a passion for the subject and providing a stimulating environment in which to develop valuable skills in reading, writing, speaking and listening. The English department at St Monica's is committed to achieving the highest of academic standards. It is a strong team who work collaboratively and enthusiastically to deliver consistently positive outcomes for our students. The English department is interested in all aspects of teaching and learning and offer a significant contribution to curriculum development across the school. We teach AQA English Language and Literature specifications.

The department is housed in a purpose-built English block, with six classrooms. Each classroom has its own projector, interactive whiteboard with Promethean software and internet access. A range of texts and study materials are available and stock is updated each year. The department thrives upon new ideas and inspiration, varied teaching methods and the introduction of new and exciting authors to counterbalance the classical texts that are taught.



Elements of the GCSE course are introduced in Year 9 and a priority is to ensure that pupils are well-prepared for what the future holds; schemes of work prioritise a love for, and appreciation of, reading of a range of both fiction and non-fiction texts. The department's focus is to develop a culture of academic success and spiritual confidence in line with the Catholic ethos of the school. Outcomes remain strong and above national averages.

	Overall English	English Language	English Literature	English P8
Leavers 2019	84.3% 9-4	76.9% 9-4	78% 9-4	0.197

An extensive range of extra-curricular activities is offered such as theatre trips, reading and writing competitions, themed events and the school magazine club. The successful applicant would be expected to contribute to developing these and other activities.

If you require further information about the department please contact Mrs Leyssens, Assistant Headteacher at the school, or email her on s.leyssens@stmonicas.co.uk.

Applicants should make particular reference in their supporting statement to the following:

- Catholic ethos
- State clearly what exam and syllabus experience they have, with any relevant exam results

The importance of promoting and leading outstanding English teaching and learning

St. Monica's Roman Catholic High School
JOB DESCRIPTION

Post Title:	**Teacher of English**

Salary Grade:	Main Pay Scale – Upper Pay Spine

The appointment is made to the school rather than any individual area and duties may be required outside the usual day-to-day work. All personnel are expected to work flexibly as part of a team of Teaching and Support Staff, commonly bound in the service of the needs of the school and the further development of St. Monica's as reasonably required under the direction of the Headteacher.

LINE MANAGEMENT:	Head of Department

PURPOSE OF POST:	All classroom teachers both in their role as subject(s) teacher and form tutor will contribute to the curriculum and year teams in supporting the school's mission statement and achieving its aims. As a professional within a Catholic School you will be expected to enhance the life of the school by delivering and developing high quality teaching and learning, contributing to the work of the teams of teaching and support staff, being reflective about your own practice and effectiveness: sharing with, and learning from the work of others, and constantly seeking ways to improve through innovation and research. You are expected to conform with, and contribute to, the systems and structures of the school to ensure good order and the health and safety of pupils and students. An agreed system of performance management operates throughout the school and all colleagues are encouraged to further their own skills through continuous professional development.

Responsibilities and Duties

The post holder is expected to undertake the professional duties of a school teacher within the conditions operative at the time of issue of this Job Description together with the more specific duties/responsibilities which are listed below. These should not include or imply any voluntary activities.

Amendment of Job Description

The particular duties/responsibilities listed below may be reviewed from time to time at the request of the Headteacher or post holder as circumstances make necessary. They may be amended only after reasonable consultation and the approval of the Governing Body. In the exceptional situation of mutual agreement not being achieved, the individual teacher or Headteacher will have access to an Appeal Committee established by the Governors' Personnel Committee for the purpose.

The following outline is not intended as a list of tasks, but gives an overall range of duties and responsibilities which reflects the position.

Professional Requirements and Responsibilities

1. To respect, support and contribute to the aims, ethos and faith of the school.
2. To promote the spiritual, moral, social and cultural development of pupils and prepare them for the opportunities, responsibilities and experiences of adult life.
3. Adhere to its policies and practices.
4. To contribute to and support the raising of achievement in the school.
5. To have a working knowledge of teachers' professional duties and legal liabilities.
6. To ensure you have a clear knowledge and understanding of the school policies and procedures, particularly those relating to safeguarding.
7. To contribute to the learning culture within the subject area by identifying, sharing and deploying good and effective practice.
8. To adhere to the school's procedures to register accurately and codify attendance and absence, and to complete class registers – currently via SIMS - for all groups taught.
9. To adhere to the Teacher's Standards and adopt a professional, self-reflective and pro-active approach to improving your craft as a teacher
10. Participate fully in Performance Management.
11. Adopt the culture of aspirational target setting which is embedded at St. Monica's from whole school to individual staff and pupil targets.
12. To reflect on your own practice and contribute to the school and faculty's self-review / evaluation processes.
13. To undertake the duties of Form Tutor, supporting the Catholic ethos of the school and contributing pro-actively to the PSHE and enrichment curriculum.
14. To attend all meetings within the agreed school structure.
15. To make a positive contribution to the wider life and ethos of the school, including the extra-curricular life of the school.

Pastoral Care Responsibilities

16. To contribute to the pastoral care of pupils and students and to support their spiritual, moral, social and cultural development.
17. To pray daily with your form and ensure that your form group fulfils a daily Act of Worship.
18. To participate in the worshipping life of St. Monica's, as a Catholic School, including supervision of pupils, assistance with and preparation of appropriate acts of worship and the promotion of the contribution which each subject area and school activity makes to the spiritual well-being of the school.

19. To communicate, as appropriate, with parents of students or outside agencies concerned with the welfare of individual students, after consultation with appropriate staff.

Teaching & Learning

20. To demonstrate appropriate consistent progress for the majority of pupils, including all vulnerable and ability groups and irrespective of social, ethnic background.

21. To comply with the teaching and learning approaches adopted in the subject/guidance area as directed by the appropriate leader.

22. To make effective use of planning, preparation and assessment time (PPA) to plan lessons thoroughly in advance, to record outcomes and to compare and review the performance of pupils with colleagues as appropriate.

23. To contribute to aspects of Subject Schemes of Work, at KS3 KS4 or KS5.

24. To maintain high levels of behaviour and discipline. To be responsible for the management of your classroom and to provide a stimulating learning environment to increase the learning potential of pupils and students.

25. To incorporate the use of ICT to enhance the delivery of the curriculum.

26. To plan all lessons, differentiating work and materials to meet the educational needs of the pupils' and students' different abilities. This includes due recognition to provide challenge to all pupils / students including those on the Gifted and Talented Register and those on the Special Educational Needs Roll.

27. To use the principles of Assessment for Learning to inform lesson planning.

28. To ensure that the development of literacy, numeracy, citizenship and enterprise is included, where appropriate, in lesson planning and delivery.

29. To provide the curriculum leader/ assistant curriculum leader with evidence of planning and assessment of pupil / student work as appropriate.

30. To support the effective use of Learning Support Assistants assigned to work in your lessons.

31. To contribute to the development of the subject area by sharing examples of good and effective practice, reporting back on beneficial professional development received.

32. To work collaboratively with colleagues within and outside your subject area to improve teaching and learning throughout the school.

33. To set regular worthwhile homework tasks to complement classroom learning.

34. To promote adherence to the school's Positive Behaviour Management system, reinforcing this with all taught classes and tutor groups.

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Assessment Recording Reporting

37. To adhere to the data / record keeping systems across the school and use appropriate data to inform target setting for individual pupils and students.

38. To ensure work is marked, assessed and recorded appropriately.

39. To attend Parents' Evenings, produce accurate reports on all pupils / students in the reviewing and reporting to parents, processes, meeting deadlines and setting appropriate targets.

40. To support the Target Setting and Review Day processes, checking and reinforcing targets. To monitor pupil and student progress and identify, encourage and reward success.

To undertake all duties reasonably requested in a manner consistent with the mission and aims of St. Monica's as a Catholic School.

This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require.

Signed: Post Holder: …… Date: ……..

Signed: Headteacher: ……. Date: …….

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts working in schools are subject to an enhanced DBS check and written references.

St Monica's Roman Catholic High School
PERSON SPECIFICATION
English Teacher

	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	Qualified teacher status	✓		Letter of Application
	Good English Honours Degree	✓		
	Catholic Certificate of Religious Studies (completed or undertaking)		✓	
CPD	Evidence of appropriate professional development eg, Catholic Leadership Programme		✓	
	Successfully undertaken appropriate Child Protection training	✓		
Experience	An expertise in the subject	✓		Letter of Application and interview
	Understanding of strategies for raising student attainment	✓		
	Evidence of exam success (excluding NQT)	✓		
Knowledge/ Skills	Thorough understanding of KS3 and KS4 curriculums.	✓		Letter of Application and interview
	Knowledge and application of a range of teaching and learning strategies	✓		
	Good disciplinary standards.	✓		
	The ability to inspire and motivate pupils	✓		
	High level of inter-personal skills	✓		
	Ability to communicate effectively with staff, pupils, parents and support services.	✓		
	Ability to work in a team	✓		
	Good imaginative use of resources, including new technologies	✓		
	Sound understanding of the distinctive nature of a Catholic school.	✓		
	Understanding of the role of Form Tutor as agent for School Improvement.	✓		Interview

	Knowledge and experience of pastoral care systems.	✓		
	Knowledge and experience of disciplinary procedures.	✓		
	General knowledge of current educational issues.	✓		
Practical Skills	The ability to implement assessment for learning	✓		Letter of Application and interview
	Effective time management skills	✓		
	Good organisational and administration skills	✓		
	The ability to use ICT both to support children's learning and to communicate and evaluate data.	✓		
	Effective behaviour management.	✓		
Personal	Commitment to supporting the full Catholic life of the school	✓		Letter of Application and interview
	The desire to constantly evaluate and improve your own practice and learn from others	✓		
	The ability to be flexible and adaptable have a positive 'can do' approach	✓		
	The ability to forgive and to reconcile	✓		
	A sense of humour and to keep things in perspective	✓		
	Commitment to equality of opportunity	✓		
	Excellent attendance and punctuality record	✓		
	Professional dress	✓		