



St Augustine's RC High School



Job Description

Post Title:	Teacher of English
Scale:	Main pay scale commensurate with age and experience (M1 - M6 / UPR).
Responsible for:	Planning and delivering lessons, assessing and reporting on the progress of all pupils in their classes and the pastoral care of the pupils in their form.
Responsible to:	Curriculum Leader

School Mission Statement:

At Saint Augustine's we believe that every person is made and loved by God. This is why we respect one another. Within our school community our young people will learn to act justly, love tenderly and recognise God in their lives.

Our school helps families to educate their children in accordance with the principles and teachings of the Catholic Church in an environment which inspires, encourages and supports the development of our pupils through nurturing their gifts and talents.

Our school community will keep alive the memory of Jesus through the Eucharist and through the practice of our Faith. We want everyone at Saint Augustine's to experience the joy of the Gospel in their journey through school and beyond.

Together we will work to make a difference in our community and in the wider world. We follow the example of Saint Augustine by stepping out in faith and celebrating our reasons for living and hoping.

This means that we will provide opportunities, over a wide range of areas of learning and experience, for the full development of each child's potential, value and self-worth. We will provide a Catholic, Christian community and climate in which children can grow from day to day in knowledge and understanding illuminated by the light of faith, and in the acquisition of skills, attitudes and values to fit them to become free, responsible, caring and contributing members of society.

On leaving St Augustine's, we hope pupils are:

- well-adjusted and self-disciplined.
- caring and considerate to others.
- literate and numerate and with the best qualifications of which they are capable.
- equipped to undertake further study or training to enable them to achieve their own goals in life.
- able to cope with the outside world and face up to difficulties as they arise.
- confident in themselves, with a sense of self-worth and the ability to make rational decisions regarding their own future.
- able to co-operate and work with each other.
- sensitive to other people - in the family, in the school and in the community both locally and nationally and in the world at large.

Subject Teacher - Responsibilities and Tasks:

- To fulfil the duties of a teacher as per the 2012 Teachers' Standards.
- To prepare, develop and deliver lessons in the appropriate subject discipline, according to the schemes of work agreed within the department.
- To monitor and record the performance of pupils.
- To foster and maintain high standards of effort and discipline amongst the pupils by the use of appropriate rewards negotiated goals and sanctions.
- To encourage effective learning by the appropriate use of formative feedback and clear target setting in class and in home learning.
- To refer to the Curriculum Leader in all cases where support is needed.
- To foster an atmosphere of mutual respect with pupils in all classroom activity.
- To develop and foster good working relationships with all non-teaching and support staff.
- To contribute to all development work undertaken by the department, in producing schemes of work, programmes of study, schemes of assessment, reports or any such similar materials.
- To attend meetings as directed by the Curriculum Leader.
- To attend Parents' Evenings as appropriate.
- To care for and maintain teaching resources and equipment in the department.
- To create and maintain displays for learning which showcase pupils' work and enhance the learning environment.
- To adhere to and to support school policies.
- To take part in the processes of appraisal as required.

Form Tutor - Responsibilities and Tasks to include:

- To ensure a register is taken at the start of the day.
- To monitor attendance and punctuality.
- To alert Year Leaders or Attendance Improvement Worker of any attendance issues.
- To obtain appropriate explanations following pupil absence.
- To lead the form group in daily, meaningful acts of worship.
- To participate in assemblies.
- To encourage attendance and participation in voluntary masses.
- To encourage pupils in support of charity fund raising events.
- To promote high standards of dress, behaviour and manners.
- To show by example the ethos of the school by living its Mission Statement.
- To develop relationships with pupils within the form.
- To identify any potential barriers to learning.
- To check and sign each pupil's diary on weekly basis.
- To identify any concerns regarding patterns of homework not being set or not being completed.
- To identify and discuss any concerns regarding behaviour in class or around school.
- To act as the initial mentor to pupils in the form group.
- To use data to track and monitor progress of each pupil in the form across the curriculum.
- To help set appropriate targets and alert the Year Leader to any underachievement.
- To recommend pupils to the Year Leader for awards.
- To encourage pupils to take an active part in extracurricular activities to develop healthy life styles, academic success and community spirit.
- To encourage involvement in a variety of fields making a positive contribution both to school and the wider community.
- To ensure that pupils are effectively notified of school events.
- To act as a conduit between staff, informing the Year Leader of any issues or concern regarding individual pupils in the form.
- To be a point of contact with parents regarding the academic and pastoral well-being of pupils within the form.

Teacher Person Specification

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL (E) or DESIRABLE (D)	To be identified from:
<p>Qualifications:</p> <ul style="list-style-type: none"> • Good academic achievement including a relevant honours degree • A PGCE or Qualified Teacher Status 	E E	Application Application
<p>Experience:</p> <ul style="list-style-type: none"> • Experience of teaching English / English Literature at Key Stages 3 and 4 (including training placements) • A successful track record with GCSE classes 	E D	Letter/Interview Letter / Interview
<p>Knowledge/skills/abilities:</p> <ul style="list-style-type: none"> • A creative and innovative approach to teaching and learning • Commitment to improving, monitoring and evaluating teaching and learning • Commitment to assessment for learning • High expectations for pupil attainment, personal development and conduct • Commitment to delivering the curriculum for our gifted and talented children and equally for our children with learning differences • Commitment to best practice in pastoral support and student welfare • Commitment to extra-curricular activities and curriculum enrichment • Accountable and reliable 	E E E E E E E E	Letter/Interview Letter/Interview Letter/Interview Letter/Interview Letter/Interview Letter/Interview Letter/Interview Letter/Interview
<p>Personal Qualities</p> <ul style="list-style-type: none"> • High levels of personal and professional integrity • Commitment to academic excellence • High degrees of self-confidence, personal energy and dynamism • Personal warmth, good rapport with pupils, colleagues and parents • Excellent organisational skills • Appropriate levels of personal presentation • Confident use of ICT • Confident oral and written English skills • Enthusiasm for participation in extra-curricular activities • Strong support for our Catholic ethos 	E E E E E E E D E	Letter/Interview Letter/Interview Letter/Interview Letter/Interview Letter/Interview Letter/Interview Letter/Interview Letter/Interview Letter/Interview

The successful applicant will be subject to the CES (Catholic Education Service) contract and also to a satisfactory DBS (Disclosure & Barring Service) Enhanced Disclosure Certificate, and verification of qualifications and National Insurance Number.