



SALENDINE NOOK
HIGH SCHOOL



CANDIDATE INFORMATION PACK

Teacher of English
Maternity Cover



Heritage MAT
Excellence through collaboration

Teacher of English (Maternity Cover)

JOB DESCRIPTION

<u>Trust School:</u>	Salendine Nook High School
<u>Pay Spine:</u>	ECT – UPS3
<u>Contract type:</u>	Part time 0.8, Fixed term (April 2026 – April 2027)
<u>Reporting to:</u>	Head of English
<u>Responsible for:</u>	None
<u>Introduction:</u>	<p>Under the reasonable direction of the Principal, the post holder will carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions document.</p> <p>Raise standards of student attainment and achievement within English.</p>

Key Responsibilities

Teaching responsibilities

- To teach English to groups of students from all abilities across years 7 – 11.
- To ensure that all lessons are planned with clear learning intentions.
- To ensure that all lessons are delivered in line with the departmental schemes of work and school policies.
- To take into account the differing ability lessons of students and differentiate work accordingly.
- To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.
- To ensure that all students are known by name and that the classroom atmosphere is positive at all times.
- To encourage and foster intellectual curiosity.
- To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.
- To check that all subject matter is effectively communicated and understood by all groups of students.
- To set appropriate tasks and challenges for homework according to the published timetable and ensure that it is regularly marked with constructive feedback.
- To keep careful records of student progress in line with departmental and school policy.
- To ensure that there is a high standard of display work in the classroom, which is changed frequently.
- To keep work areas tidy and well organised.
- To attend scheduled meetings in the English department and school.
- To work with colleagues in the history department to formulate plans which have coherence and relevance to the needs of the individual students and to the aims and objectives of SNHS.

- To ensure that all work in the English department reflects the distinctive ethos of SNHS.
- To help develop English resources for the department's shared work area.
- To participate in English events such as trips and primary liaison.

Staffing

- To continue own personal development in accordance with the school's Performance Management cycle.
- To undertake Performance Management according to the school's PM schedule.
- To set appropriate work for classes within English during any periods of planned absence and make sure that the work is thoroughly reviewed on return.
- To support teamwork within the English department.
- To participate in the school's ITT programme if required.
- To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies.
- To carry out the normal duties of teachers as set out in the Teachers' Pay and Conditions document.
- To read and adhere to all procedures as set out in the Staff Handbook.
- To carry out a share of supervisory duties in accordance with normal school schedules.
- To participate in appropriate meetings with colleagues and parents.
- To carry out any other duties which may be reasonably required by the Principal.
- To enforce the school's behaviour and uniform policies on a daily basis.

Management Information

- To ensure the maintenance of accurate and up-to-date information on all classes taught.
- To make use of analysis and evaluation of student data.
- To identify and take appropriate action on issues arising from data, systems and reports.
- Produce reports for the department on assessment data, including examination data.

Communication

- To ensure effective communication and consultation with parents and carers of students.
- To liaise with other schools, higher education, industry, local community groups etc. as appropriate.

Pastoral responsibilities

- To act as a Form Tutor and carry out all of the responsibilities linked with that role.
- To monitor and support the overall progress and development of students within your Tutor Group.
- To monitor student attendance in lessons and ensure that follow-up procedures are put in place where necessary.
- To contribute to the delivery of Keeping Safe activities (pastoral tutor time).

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary
- Promote the safeguarding of all students in the school

School ethos

- To play a full part in the life of the school; to support its ethos and to encourage all students and staff to follow this example.
- Actively promote the school's policies at all times.
- Comply with the school's/Trust's policies

Person specification

Qualifications and experience

- Qualified teacher status
- Degree
- Successful teaching experience

Skills and knowledge

- Highly competent in all elements of the Teachers' Standards
- Achievements and contribution to educational settings are substantial and sustained
- An excellent knowledge of the National Curriculum
- An excellent knowledge of effective teaching and learning strategies
- An excellent understanding of how children learn
- Extensive knowledge of how to adapt teaching to meet students' needs
- Ability to build effective working relationships with students
- An excellent knowledge of guidance and requirements around safeguarding children
- Extensive knowledge of effective behaviour management strategies
- Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subject/curriculum area you teach
- A more developed knowledge and understanding of your subject/curriculum area and related pedagogy, including how learning should progress
- Flexible, creative and adept at designing learning sequencing within and across lessons as part of the curriculum
- Good ICT skills, particularly using ICT to support learning

Personal qualities

- A commitment to getting the best outcomes for all students and promoting the ethos and values of the school
- High expectations for children's attainment and progress

- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality

Heritage Multi Academy Trust is committed to safeguarding children and preventing extremism. All staff are expected to prioritise the welfare of students in accordance with statutory guidance. Pre-employment requirements for successful candidates include an Enhanced DBS check and all other statutory clearances. Appointments are subject to two satisfactory references (including your current/latest employer) and verification of required formal qualifications. In line with KCSIE, we will perform online/social media searches on all shortlisted candidates. Please note that this role is exempt from the Rehabilitation of Offenders Act 1974. Applicants must declare all non-protected convictions and cautions. Under the Exceptions Order 1975 (as amended 2013 and 2020), 'protected' convictions and cautions do not need to be disclosed and will not be considered.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the Heritage Multi Academy Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.