



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



**SECONDARY
SCHOOL TEACHER**

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Secondary School Teacher

Reporting to: Headteacher and Senior Leadership

Job Purpose: To set high expectations which inspire motivate and challenge students and implement and deliver an appropriately broad, balanced and differentiated curriculum.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

1. Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.
2. Monitor and support the overall progress and development of students as a Teacher and Form Tutor.
3. Teach students according to their educational needs, including the setting and marking of work.
4. Provide or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
5. Ensure a high quality learning experience for students which meets internal and external quality standards.

JOB DESCRIPTION

6. Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
7. Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
8. To be a Form Tutor to an assigned group of students and promote the general progress and well-being of individual students and the form group as a whole. Ensuring appropriate staff are notified to problems experienced by students and make recommendations on how to resolve these.
9. Contribute to PHSEE, citizenship and enterprise according to school policy.
10. Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential and raise standards of student attainment.
11. Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
12. To assist senior leadership in ensuring that the curriculum provides a range of teaching which complements the school's strategic objectives and ensuring this continually meets the needs of students, examining and awarding bodies and the school's mission and strategic objectives.
13. Take part in staff development by participating in arrangements for further training and professional development and continue personal development in relevant areas including subject knowledge and teaching methods.
14. Engage actively in the performance development review process.
15. Ensure the effective and efficient deployment of classroom support when applicable.
16. Work as a member of a designated team and contribute positively to effective working relationships within the school.
17. Help implement and adhere to school quality procedures whilst seeking and modifying improvement where required.
18. Maintain appropriate records and provide relevant accurate and up to date information for management information systems, registers etc.
19. Track student progress and use information to inform teaching and learning.
20. Communicate effectively with parents and carers and external bodies using agreed policies for communications.

JOB DESCRIPTION

21. Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Academic Mentoring Days and liaison events with partner school.
22. Co-operate with other staff to ensure a sharing and effective usage of resources to be benefit of school, department and students.
23. Develop and maintain positive relationships with the parish communities, ensure that the school recognises and meets its responsibilities in the life of the local community and promote a positive image of the school in accordance with the mission statement.
24. Recognise the authority of the Bishop in relation to the provision of education in the Diocese.
25. Maintain effective relationships with other schools, and especially with other Catholic schools in matters of common concern.
26. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
27. To carry out your duties with full regard to the Trust Equality Policy.
28. Comply with Health and Safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
29. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.
30. Any other duties of a similar nature related to the post which may be required from time to time.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
PERSONAL	E1	Team player	AF, I, R
QUALIFICATIONS & EDUCATION	E2	Qualified Teacher Status	AF, C
	E3	Registration with the Teaching Regulation Agency	AF, C
	E4	Evidence of regular participation in Continuing Professional Development	AF, C, I
EXPERIENCE & KNOWLEDGE	E5	Understanding of current teaching methodologies	I, R, L
SPECIAL REQUIREMENTS	E6	Committed and dedicated to the demands of teaching	R, I
	E7	Awareness of general curriculum trends	AF, R
	E8	Ability to form and maintain appropriate relationships and personal boundaries with children	R, D, I, L
	E9	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	R, L
	E10	Suitability to work with young people	R, D, L
	E11	Application form completed fully and legibly	A, F
	E12	The ability to converse at ease with pupils/public bodies and provide advice in accurate spoken English is essential for the post	R, I, L

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
PERSONAL	D1	Practising Catholic	AF
QUALIFICATIONS & EDUCATION	D2	Good IT skills	C, I, L
	D3	Ability to offer additional subject	AF, C
EXPERIENCE & KNOWLEDGE	D4	Experience and/or desire to teach at Post-16	AF, I, R
SPECIAL REQUIREMENTS	D5	Able to make a contribution to the extra-curricular life of the school	AF, I

Key – Stage identified

AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check



BISHOP HOGARTH

We are
BISHOP HOGARTH
Catholic Education Trust

Thank you for your interest in our vacancy



www.bhcet.org.uk



Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**