West Hatch High School
a Specialist Business and Enterprise School
"THE BEST THAT I CAN BE"
Headteacher: Mr D Leonard BSc (Hons), Med
Email: recruitment@westhatch.net

Teacher of English
Required September 2020

A payment of £2,000 will be paid to the successful candidate if they have applied direct to the School for this role (this will be paid in three instalments at the end of each term during the first year)

As a result of a significant school expansion and additional pupil numbers we are looking to appoint a Teacher of English. The post will appeal to newly qualified teachers or experienced teachers with a strong track record wishing to join a thriving and heavily oversubscribed school.

We are looking for someone who believes in building strong relationships with students and is willing to go the extra mile to support them in being successful both in and outside of school. You would be expected to develop, plan and deliver effective and high quality learning experiences to all students across all key stages.

Proud of its success this is an exciting time to join West Hatch. Rated 'Good' by Ofsted, with a thriving Sixth Form in the top 25% of schools Nationally over the last three years; come and be a part of our future.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

For further information and to download an application form please visit www.westhatch.net

Wednesday 29th January 2020 at noon

Early applications are encouraged as we will review applications as we receive them; and applicants may be contacted before the closing date.

West Hatch High School

THE BEST THAT I CAN BE

JOB DESCRIPTION

Post: **TEACHER OF ENGLISH**

Responsible To: TEACHER IN CHARGE OF SUBJECT
HEAD OF DEPARTMENT
HEAD OF YEAR
SLT MEMBERS

Purpose Of The Job:

a. To implement policies as determined by the governing body and the Headteacher.

b. To implement and deliver an appropriate curriculum within designated subject area.

c. To assess and monitor progress the development of designated students.

d. To contribute to raising standards of student attainment and of achievement.

e. To fulfil professional duties outlined in the Teachers Conditions of Service.

Duties:

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Particular Duties:

Under the overall direction of the Headteacher.

TEACHING

- Have a secure and up to date knowledge and understanding of the concepts and skills necessary to teach specialist subjects.
- Plan to achieve progression in pupils learning in line with agreed expectations on targets.

Set homework, mark and assess in line with school policies. Engage with school-wide learning initiatives.

- Ensure that high quality teaching and learning takes place in all allocated classes.
- Mark, assess, record and report on pupil achievement and maintain records as stated in the schools policy. Maintain accurate records and use assessment data to monitor progress, targets and take action (e.g. SEN, Gifted & Talented, praise and track under achievement).
- Contribute to the development of Schemes of Learning, School and Team policies as requested.
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies. Monitor targets for pupils on report.
- Undertake specific duties within the Team as agreed with your line manager.
- Attend and contribute positively to meetings and professional development activities.
- Promote and contribute where possible to the school's extra-curricular programme.
- Meet deadlines for reports, marking, submission of coursework and other assignments.
- Prepare pupils for examinations and take part in standardisation or moderating exercises as require by the Team or examination boards.
- Contribute to Citizenship teaching, special one day events and to the ethos of a Business and Enterprise Specialist School.
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence.
- Follow School Policy and support the Leadership Team in the effective operation of the school.
- Carry out the role of form tutor as required.
- All teachers at West Hatch may be required to deliver in subjects other than their specialism dependant upon the schools curriculum needs. The senior team will determine subjects taught dependant on the teachers individual experiences, skills and or qualifications.

PROFESSIONAL STANDARDS

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

January 2020

THE BEST THAT I CAN BE

Teacher of English

Person Specification

We seek an enthusiastic, energetic and ambitious teacher who is committed to the highest standards and who can demonstrate leadership and management skills compatible with the school's vision and values.

The successful candidate will have the following:

Essential	Desirable
Qualifications and training • QTS status and good honours degree in English • Recent and significant experience of teaching English to GCSE and to Advanced Level* in a large 11-18, or 13-18 comprehensive school • Evidence of your commitment to your own high quality professional development	A willingness to contribute to the wider life of the school
Skills, knowledge and aptitude • Recent knowledge, understanding and teaching of the requirements of the new National Curriculum for English at KS3 and 4 • Excellent and proven ICT skills to enhance teaching and learning • Experience of recording, assessment and reporting processes and the ability to secure achievement through challenge and support • Recent knowledge and understanding of developments in Science both within and outside of the school environment. • Recent knowledge and understanding of how safeguarding is met in your subject.	• Recent knowledge, understanding and teaching of the requirements of National Curriculum for English at KS5 • Ability to teach up to and including KS5.
Experience • A proven track record of successful teaching and securing outstanding results through ensuring high quality teaching and learning • Personal tutoring and guidance for	

students showing an ability to establish rapport • Evidence of having a good track record in enriching and developing activities to enhance and promote literacy beyond the classroom • The ability to use data effectively, to monitor and enhance student progress	
Personal Qualities • Ability to be proactive and initiate action • Ability to work under pressure and meet deadlines • Evidence of the ability to be creative and inspire enthusiasm for your subjects in both colleagues and students • Ability to work productively as part of a team and take part in collective decision making. • A sense of humour and a passion that encourages others to think positively and teach creatively. • The ability to manage a challenging workload and maintain a work life balance	

January 2020