



## St Damian's RC Science College

**Job Title/Post:** Teacher of English to cover a Maternity Leave

**Salary:** MPS/UPS

**Immediately Responsible To:** Subject Leader in English

**Responsible For:** Teaching within the English Department

### **Core Purpose:**

To support and uphold our Catholic ethos, ensuring the Mission Statement is at the heart of day-to-day professional duties. The principles of Every Child Matters must underpin how our responsibilities are carried out. To support the Subject Leader in raising standards of pupil attainment and achievement within the curriculum area in line with national, diocesan and school policies/priorities. This will include engaging with whole faculty initiatives regarding the quality of learning, teaching and assessment. In addition, it will mean monitoring pupil progress and co-ordinating effective intervention to improve pupil outcomes for pupils whom you are accountable.

### **Learning and Teaching**

1. To support the raising of attainment in the college by delivering 'Good or Better' lessons.
2. Setting and maintaining high standards of learning and teaching in your own classroom practice and supporting the practice of colleagues within the Department.
3. Managing and developing high quality teaching resources to match the needs of the curriculum and the different abilities of pupils.
4. Ensuring a high quality learning environment within the classroom by managing, improving and monitoring classroom behaviour and utilising department policies and sanctions which are consistent with the agreed school Behaviour Policy.
5. Assisting the Subject Leader by promoting learning through out of hours activities.
6. Assisting the Subject Leader by promoting the Home/School Partnership and the school Homework Policy.
7. Updating professional knowledge and expertise as appropriate in order to be aware of developments in both curriculum and pedagogy.

### **Recording, Reporting and Assessment**

1. Being accountable for monitoring, developing and co-ordinating strategies to raise pupil achievement for those you are accountable.
2. Ensuring the Department reports on pupils are completed to a high professional standard, by both meeting deadline dates and ensuring documents produced are consistent with the college's reporting arrangements.

### **Standards and Quality Assurance**

1. Ensure that the Department's quality procedures meet the requirements of the school's self-evaluation strategy and the College Improvement Plan.
2. To participate fully in the performance management process

3. Attending and participating in Parents Evenings and other whole-college events which form part of directed time, for example, Open Evening, Presentation Evening.
4. Attending Team and Staff Meetings as directed.

#### ***Other Duties and Responsibilities:***

There are other duties that the Headteacher may, from time to time, ask the post holder to perform.

#### **Application & Recruitment Process: Further Guidance to Candidates**

Applications will only be accepted from candidates completing the Teacher CES Application Form or Tameside MBC Support Staff Application Form in full. CV's will not be accepted.

On occasion, we receive a high number of applications and therefore we regret that we are unable to reply individually to each application. Applicants who have therefore not heard from us by 5 working days prior to the advertised interview date, must therefore assume they have not been shortlisted for interview.

St Damian's RC Science College seek two references (one must be your current employer) and a faith reference for teaching staff, for all shortlisted candidates prior to the interview (unless candidates have indicated otherwise on their application form). Information requested from referees will include information relating to performance, attendance, disciplinary records, suitability for the role applied for and the applicant's suitability to work with children.

The recruitment process will vary for each role but will generally involve at least one interview, alongside other suitable recruitment tests, as appropriate. We will also carry out the below checks for all appointments:

#### **Pre-employment Checks**

In keeping our students safe, all appointments to St Damian's RC Science College will be subject to the following pre-employment checks:

- Receipt of at least 2 satisfactory references, one of which must be the applicant's current (or most recent) employer.
- Verification of identity, right to work in the UK, and qualifications.
- Receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).
- For teaching posts, verification of successful completion of the statutory induction period
- Verification of medical fitness for the role

#### **Criminal Records**

All posts in St Damian's RC Science College involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, all posts within St Damian's RC Science College are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as 'spent' must be declared by all applicants. The amendments to the Exceptions Order 1975 (2013) however provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring website.

We recognise that people with criminal convictions face discrimination when seeking employment and so have procedures as part of the recruitment and selection process to guard against further disadvantage. Any

information will be treated in the strictest confidence, and you will only be prevented from obtaining employment if we consider applicants have a criminal record that makes them unsuitable for work involving substantial access to children/vulnerable people.

Should you require any further information regarding St Damian's RC Science College's application and recruitment process please contact 0161 330 5974