

Job Description - English Teacher

Job title: Teacher of English

Salary: MPS to UPS (Inner London)

Contract: Full time, permanent

About the role: We are seeking a dedicated and experienced teacher of English to join our school community. The successful candidate will deliver high quality lessons across Key Stages 3 and 4, including AQA GCSE English Language and English Literature. They will inspire a love of reading, writing and spoken language, and support students in their academic and personal growth. This post requires an experienced teacher. Applications from Early Career Teachers and trainees will not be considered.

Main responsibilities:

Teaching and Learning. You will teach English across Key Stages 3 and 4, including examination groups. This will involve, amongst other responsibilities:

- Planning and delivering well structured, ambitious lessons in reading, writing and oracy
- Teaching AQA GCSE English Language and English Literature, preparing students fully for examinations
- Adapting teaching to meet the needs of all learners, including students with SEND, EAL and the most able
- Developing students' close reading, analysis and evaluation of a wide range of texts
- Teaching set texts with confidence, including Shakespeare, the nineteenth century novel, modern drama and poetry
- Building students' accuracy in spelling, punctuation, grammar and vocabulary
- Promoting a culture of reading for pleasure
- Promoting high standards of behaviour, presentation and participation in every lesson

Assessment and Progress. You will track and support the progress of every student you teach. This will involve:

- Marking and assessing written work regularly, in line with department and school policy
- Providing clear and timely feedback that helps students improve
- Recording and analysing assessment data to plan next steps and intervention
- Taking part in standardisation and moderation, including the Spoken Language endorsement
- Setting and marking homework and revision tasks for examination groups
- Writing accurate reports and attending parents' evenings
- Running revision and intervention sessions for Year 11 students

Job Description - English Teacher

Curriculum Development. You will contribute to the continued development of the English curriculum. This will involve:

- Contributing to schemes of work and lesson resources for Key Stages 3 and 4
- Keeping up to date with the AQA specifications and wider curriculum developments
- Supporting a broad and balanced curriculum that gives all students access to a rich literary heritage
- Embedding whole school priorities, including literacy, oracy and character education
- Developing a coherent Key Stage 3 curriculum that builds knowledge and skills towards GCSE
- Creating high quality reading, writing and oracy resources to share across the department
- Using assessment outcomes to refine the curriculum and address gaps in learning
- Assisting in the development and evaluation of departmental initiatives
- Attending and contributing to department meetings

Extracurricular and Enrichment. You will help to build a strong culture of reading, writing and speaking across the school. This will involve:

- Leading extracurricular clubs, such as book club, creative writing or debating
- Supporting author visits, theatre trips, World Book Day and other whole school events
- Entering students into writing competitions and public speaking events
- Supporting student contributions to Inspicio, the school magazine
- Supporting the whole school reading programme, including reading in tutor time
- Delivering targeted reading and literacy interventions for students who need extra support
- Promoting a wide and diverse range of authors and texts
- Helping students develop confidence in discussion, presentation and formal speaking
- Encouraging participation from all students, including reluctant readers
- Recognising and celebrating student achievement in English

Job Description - Form Tutor

Job title: Form Tutor

Reports to: Head of Year

Form time: Daily registration, the tutor programme and year group assemblies

About the role: Alongside teaching English, the postholder will be a Form Tutor. The Form Tutor plays a central role in the daily life of each student, supporting their wellbeing, faith, attendance and progress. You will help your form grow as a caring community rooted in the Gospel values at the heart of All Saints, and you will often be the first person a student or parent turns to.

Main responsibilities:

Pastoral Care and Wellbeing. As a Form Tutor you are the first point of contact for students in your form. This will involve:

- Providing daily care, guidance and encouragement for every student in your form
- Getting to know each student well and noticing changes in mood, behaviour or wellbeing
- Delivering the tutor programme, including PSHE, RSHE and careers guidance
- Leading form prayer and reflection, and supporting the Catholic life of the school
- Monitoring attendance and punctuality daily and following up absences promptly
- Reinforcing high standards of behaviour, uniform and equipment
- Recognising and celebrating achievement, effort and service

Communication and Safeguarding. You will work closely with families and colleagues to support each student. This will involve:

- Acting as the main link between home and school for students in your form
- Contacting parents and carers promptly about concerns and successes
- Attending parents' evenings and contributing to student reports
- Working with the Head of Year, SENDCo and pastoral team to support individual students
- Reporting any safeguarding concern immediately to the Designated Safeguarding Lead
- Keeping accurate pastoral records on school systems
- Supporting students through transition, including Year 7 induction and Year 11 next steps

Person Specification - English Teacher

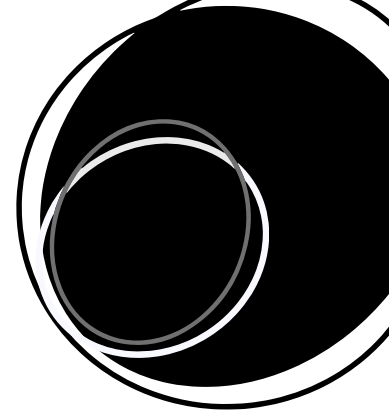
Qualifications and training

- Qualified Teacher Status with a relevant degree in English or a related subject
- Successful completion of the ECT induction period
- Evidence of continued professional development

Experience

- Essential: experience of teaching AQA GCSE English Language and Literature
- Strong knowledge of English and current educational best practice
- A proven track record of good or better outcomes for all students
- The ability to establish and maintain strong relationships with staff and students
- The ability to work as a member of a team and to lead others in teams
- Relevant Continued Professional Development
- The ability to undertake a range of quality assurance procedures effectively
- The ability to handle potentially difficult situations sensitively
- The ability to manage challenging student behaviour effectively and respond appropriately to it, within school systems and procedures
- An appreciation of the importance of establishing and developing a good professional working relationship with students, parents and Governors, the local community, partner schools and other external agencies
- The ability to analyse evaluate and present data systematically
- The ability to communicate effectively, both orally and in written form
- The ability to meet deadlines
- The ability to self-reflect and to take responsibility for own personal and professional development

Child Protection and Safeguarding



At All Saints, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way. Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction.

Additional responsibilities

Health and Safety: You will follow the school's health and safety policy at all times. This includes maintaining a safe and orderly classroom, following risk assessments for trips and visits, and recording and reporting any accidents or incidents promptly.

Professional Development: You will take responsibility for your own professional growth by taking part in the school's appraisal programme, attending in service training and keeping up to date with research and good practice in English teaching. You will share your expertise with colleagues and contribute to department meetings and training.

Working with Others: You will work closely with the Head of English, colleagues across the school, the SEND team and external partners. You will keep parents and carers informed about their child's progress and achievement in English.

Catholic Ethos: You will support and promote the Catholic ethos of All Saints, modelling the Gospel values of respect, dignity and service. Through literature, discussion and reflection, you will help students grow in character as well as in knowledge.