

## **Teacher of English, Faculty of English**

Our Lady of Sion is an independent coeducational day school located in the heart of Worthing, with approximately 300 pupils, aged 3-18 years. The School was founded in 1862 and, whilst proud of our heritage, we are a very forward-looking, vibrant and dynamic institution. Our community is diverse and we welcome staff and pupils from all faiths and none, from a variety of cultures and traditions. Under our care, the next generation of Sionians discover possibilities in the world around them, develop a life-long passion for learning and respond willingly and with compassion to the needs of others.

You will find our School to be warm and friendly, where we aim to ensure all pupils flourish as happy and successful individuals. Our smaller class sizes, throughout the School, allow our staff to fully understand each child's strengths and specific needs, and our excellent teaching instils in pupils a love of learning and exploration. The School's GCSE and A level results are always well above national averages, demonstrating the excellent progress our pupils make throughout their time with us.

All staff are expected to contribute to the maintenance and development of the ethos and culture of the School as outlined in the Mission Statement. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Duties and Responsibilities:**

All teachers are required to carry out the professional duties set out below:

#### **Teaching**

- In conjunction with the Head of Faculty, planning and preparing stimulating courses and lessons, taking into account individual students' needs and abilities, and following appropriate programmes of study
- Keeping up with developments in new technology and using a range of IT appropriate to the subject
- Marking work and giving prompt and constructive feedback to students
- Encouraging and motivating students to strive for the highest standards they can reach, using a range of resources and equipment appropriate to their various learning styles
- Contributing to the School's commitment to stretching the most able
- Ensuring that their own subject knowledge is kept fully up to date, including researching new topic areas
- Preparing students for public examinations by overseeing all aspects of coursework and ensuring that courses are developed in accordance with current specifications
- Supporting students in the development of sound study skills
- Creating and maintaining an environment that is conducive to learning and encourages a disciplined, positive and creative atmosphere
- Organising and participating in extra-curricular activities such as clubs, study days, competitions and enrichment days
- Organising displays of work both in the classroom and on notice boards in the common areas and for open evenings
- Supporting the Head of Faculty in the dispensation of their duties
- Assisting in planning and implementing the School's enrichment and value added programme
- Working closely with the Head of Faculty to achieve excellence in all aspects of teaching and learning

#### **Assessment and Reporting**

- Maintaining accurate records in accordance with the School's practice regarding attendance, tracking progress and achievement
- Updating data held in Assessment Manager (SIMS) as required
- Completing and submitting written reports and grade sheets at the appropriate time and within the prescribed deadlines
- Providing or contributing to oral and written assessments, including interim reports
- Making appointments and communicating with parents at relevant Parents' Evenings

## **Communication/Pastoral**

- Following the school's procedures as described in the Staff Handbook in order to communicate matters of concern to the Pastoral Team (Form Teachers, Year coordinators and Senior Staff) as appropriate
- Working with the pastoral team in monitoring the general progress and well-being of individual pupils
- Communicating subject-specific matters of concern to the appropriate Faculty Head
- Communicating and consulting with parents as appropriate and completing written records of such interviews
- Attending assemblies, staff meetings, faculty meetings and other meetings as required
- Providing information to those responsible for communicating with parents and the wider community regarding subject-related events, news or achievements of note
- Contributing to a termly report on activities in the relevant subject area for Head of Faculty to forward for inclusion in the Governors' Report
- Liaising with other professionals as required

## **Staff Development**

- Participating in the School's programme of staff development and performance management, including lesson observation
- Contributing to initiatives relating to the sharing of good practice
- Regularly reviewing methods of teaching and schemes of work
- Attending and participating in INSET days
- Making arrangements for further training and professional development through attending appropriate courses, in consultation with the Head of Faculty

## **Health and Safety**

- Maintaining and applying the Health and Safety policy for the department, reporting any specific Health and Safety concerns, risks or accidents as appropriate
  - Ensuring teaching areas both inside and outside are tidy, well ordered and a safe environment for teaching and learning
  - Ensure a suitable risk assessment is undertaken prior to any practical or demonstration work
  - Maintaining good order and discipline among pupils in accordance with the policies of the School and safeguarding their health and safety both on School premises and when they are engaged in authorised activities elsewhere
- Absence/Cover/Duties**
- Ensuring that any request for absence, for any reason, is given to the Headteacher in good time and relevant procedures are followed thereafter. This includes reporting of unforeseen absence as it occurs
  - Supervising any pupils whose teacher is not available in accordance with the school's normal "cover" practice
  - Carrying out regular or occasional duties as allocated
  - To carry out other responsibilities as they are identified and that would be considered reasonable

## **Professional development**

Participate in the school's appraisal procedures and training and development in order to improve own practice.

## **Communication**

Being aware of confidential issues linked to home/pupil/school work and to keep confidences as appropriate, communicate effectively with the whole school community.

**Working with colleagues and other relevant professionals**

Being aware and adhering to school policies and procedures, collaborate and work with colleagues and other relevant professionals within and beyond the school, develop effective professional relationships with colleagues.

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Understanding of the school framework calendar and how that affects workloads.

**Personal and professional conduct**

Maintain high standards of ethics and behaviour, within and outside school, demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community, have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties appropriate to the level of the role.

**Person Specification**

Criteria	Essential/ Desirable	Assessed by
Qualifications		
Good honours degree in a related subject	Essential	Application Form
PGCE, QTS or equivalent or related experience		
Experience and Skills		
Significant experience of teaching GCSE English	Essential	Application Form/ Interview
Ability to design and deliver high quality lessons		
Proven record of developing schemes of work and of raising attainment		
Knowledge of a range of pedagogic approaches to cater for different learning styles and ensure all students are engaged		
Ability to inspire pupils and motivate others and to relate well to students		
Excellent organisational skills with the ability to coordinate and prioritise activities in a timely manner		
Ability to contribute to department developments and an awareness of national changes to the nature of teaching		
Experience of communicating with clarity and credibility		
Experience of establishing and maintaining effective working relationships at all levels		
Experience of working calmly under pressure to deadlines		
Ability to use initiative, working with minimum supervision		
Experience of maintaining confidentiality at all times		
Experience of working with children and young people		
Personal Attributes		
Professional image, manner and approach	Essential	Application Form/ Interview
Problem-solver with a 'can-do' approach, positive and constructive attitude		
Flexible approach to duties and working hours		
Able to use initiative and use problem solving skills		
Able to be adaptable and be flexible to respond to regularly changing requirements		
Willing to attend further courses and training as necessary		
Other		
All successful candidates will be subject to an Enhanced Disclosure and Barring Service with barred list check, satisfactory references, health assessment, qualifications and legal entitlement to work in the UK and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences	Essential	Checks and clearances