



**MARICOURT**  
CATHOLIC  
HIGH SCHOOL  
& SIXTH FORM CENTRE

## **TEACHER OF ENGLISH JOB DESCRIPTION**

### **School Mission Statement**

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world

**Accountable to:** Headteacher, SLT Line Manager and Curriculum Leader English

### **Job Purpose:**

The post holder will work in harmony with the School's Mission Statement and keeping in mind the aim of the school which is to develop the whole person in the likeness of Christ, will contribute to the ethos of the school, in the curriculum, in working practices and in relationships with staff and pupils.

Support the Curriculum Leader English to deliver the curriculum subject to pupils ensuring that they reach their potential through quality of education and pastoral support.

### **Main Tasks**

**Within the Context of Planning Programmes of Study, to**

- Assist the Curriculum Leader English in developing programmes of study to reflect the demands of the National Curriculum and provide continuity across KS 2, 3, 4 and 5.
- Produce resources related to those programmes of study as required by the Curriculum Leader English.
- Review and update resources within these programmes of study on a regular basis.
- Take responsibility for the monitoring of resources in a given year or area as identified by the Curriculum Leader English

### Within the Context of Lesson Planning and Marking, to

- Make him/herself aware of the programme of study being followed by a given Year group and prepare work for teaching that programme of study.
- Check with the Curriculum Leader English and other colleagues about the work being covered and to share concerns and observations about the way the work is progressing.
- Share new resources, which individually they might have developed with other colleagues.
- Mark work completed by pupils on a regular basis so that pupils can identify and rectify mistakes they might have made in their work.
- Record all the marks given for completed work in their mark books.
- Follow the Schools Homework Policy.

### Within the Context of Monitoring and Reporting Pupils' progress, to

- Identify for the Curriculum Leader English any pupils who are not placed correctly in a given teaching group and to provide appropriate information for the Curriculum Leader English.
- Complete reports to parents as identified by the "Assessment/Reporting schedule".
- Use appropriate diagnostic assessment to monitor pupils' progress.
- Report pupils' progress to the parents and attend all Parents' Meetings for the years in which they teach.
- When required, provide the Curriculum Leader English with pupil attainment and assessment data.

### Within the Context of Internal Examinations, to

- Advise and help the Subject Leader to set or review content of year examinations /assessment procedures.
- Co-ordinate the reproduction and collation of Year examinations as identified by the Curriculum Leader English.
- Mark the scripts of pupils and complete examination marks/set recommendations for the Curriculum Leader English by the required deadline date.

### Within the Context of External Examinations, to

- Organise the completion of coursework by the required deadline date and provide coursework marks for the Curriculum Leader English.
- Inform the Curriculum Leader English of pupils whose progress is causing concern and make recommendations about examination entries.
- Make every effort to encourage pupils to achieve their full potential in their subject.

### Within the Context of Pupil Behaviour and Achievement, to

- Use the various school systems (Class Charts) to recognise achievement or deal with inappropriate behaviour in line with school policies.
- Inform the Curriculum Leader English/Pupil Progress Leader of pupils whose behaviour is causing concern and discuss and implement appropriate course of action.
- Inform the Curriculum Leader English of pupils who academic progress is causing concern and discuss appropriate course of action.
- Inform the Progress Leader of pupils whose work is outstanding and suggest an appropriate course of action.
- Assist all pupils in maximising their potential.
- Discuss pupil progress, when necessary, with Form Tutor, Pupil Progress Leaders and/or parents.
- Deal with pupils in an atmosphere of mutual respect.

### Within the Context of Department Planning, to

- Attend department and team meetings when required.
- Be involved with all colleagues in the Department in the development and implementation of the Department Development Plan, which will inform the School Improvement Plan.
- Carry out work as requested by the Curriculum Leader English to implement the Development Plan.
- Review the implementation of the Development Plan during the financial year.
- Contribute to the identification of both personal and departmental professional development targets.

### Within the Context of Promoting the School and its Ethos, to

- Maintain an attractive display of pupils' recent work.
- Promote the school's ethos and its work in a positive light to all.
- Participate in working groups considering whole school and cross-curricular issues as appropriate.
- Attend events and activities as detailed in the school calendar.

### General

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future when other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions document as they relate to Teachers.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School.

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

Prepared by:	<b>Mrs T Hatton</b>
Designation	<b>Headteacher</b>
Date	<b>January 2024</b>

## TEACHER OF ENGLISH PERSON SPECIFICATION:

Applicants must meet all the essential requirements of this post.

They must demonstrate that they have experience together with the skills, knowledge and understanding needed to be a successful Teacher at Maricourt Catholic High School. This will be assessed as shown in the table below:

<b>Essential</b>	<b>Assessed Through</b>
Qualified Teacher Status (or pending QTS outcome)	Application/Certificate
Degree appropriate to the post	Application/Certificate
Secondary-trained	Application
Knowledge of National Curriculum requirements	Application/ Interview
Evidence of good / broad subject knowledge	Application/ Interview/Reference
Ability to teach across the full age and ability range (KS3 - 5)	Application/ Interview/Reference
Confident about using data to improve levels of achievement	Application/ Interview/Reference
Competent use of ICT	Application
Commitment to the Catholic ethos of the school	Application/ Interview
Commitment to the Maricourt school development plan and priorities	Application/ Interview
Enthusiasm for teaching, learning and the achievement of every student	Application/ Interview/Reference
A willingness to participate in the extra-curricular life of the school	Application/Interview/Reference

Highly effective classroom teacher who has a good rapport with students of all abilities	Interview/Reference
High professional standards	Interview/Reference
Good personal and interpersonal skills	Reference/Interview
Good oral and written communication	Application/Interview
Good time management and personal organisation	Application/Reference
Commitment to continued personal and professional development	Application/Interview
Evidence from current practice of commitment to excellent attendance and punctuality	Reference
<b>Desirable</b>	<b>Assessed Through</b>
Committed and practising Catholic	Application/Interview/Reference
Recent experience in an 11 - 18 school	Application/Interview/Reference