

## JOB INFORMATION – TEACHER OF ENGLISH

<b>Department</b>	English
<b>Main purpose of role</b>	<p>Required for September 2021, a well-qualified graduate to teach English to at least GCSE and the ability to teach to A-level would be an advantage, in a lively and enthusiastic department which is housed in superb new purpose-built accommodation. Willingness to become involved with the extra-curricular life of the school is also essential. The post is available on a full time or part time basis. Candidates should be able to demonstrate success in the classroom and be effective team players.</p> <p>NQTs are also welcome to apply; the College has a comprehensive induction programme leading to full QTS status. Single accommodation may be available. Princethorpe has its own pay scale which is above national scales.</p>
<b>Reporting to</b>	Head of English
<b>Departmental Information</b>	<p>English at Princethorpe College is a popular and vibrant subject. We have nine members of staff who teach across the age range. The professionalism and dedication of the department is reflected in our excellent examination results which have improved greatly in recent years at GCSE in particular.</p> <p>In Years 7 to 9 students are offered well-structured and stimulating lessons using a wide range of exciting and contemporary resources. We teach beneath an umbrella of themed units allowing individual members of staff the freedom to make some of their own choices about the material used. As a department we monitor lessons closely to ensure that we are meeting the wide-ranging needs and abilities of our pupils. Teachers develop their own lesson plans against an agreed scheme of work for each year group drawing on a range of resources and teaching ideas which are stored electronically and we are continually developing and modifying what we do. The Year 7s and Year 8s are taught in mixed ability groups, although there is some ability grouping in Year 9. Class sizes are generally between 18 and 24 pupils. Library lessons are a regular part of provision for all pupils as we actively pursue a range of strategies to promote a reading culture.</p> <p>At Key Stage 4 we offer both English Language and English Literature to all students following the IGCSE Edexcel specifications, which have proved successful with the students. We follow coursework options in both subjects, which appear to benefit both the weaker and the more able students. Students are set in ability groups within the subject and we liaise with the SEND department to support those with specific needs.</p> <p>We aim to promote our pupils' wider intellectual and personal development through their English studies and this is achieved through regular theatre trips, visiting writers, workshops and in-house competitions. We also offer a variety of clubs within the department, including public speaking, in which our Sixth Form students have achieved success in competitions. We have a wonderful, recently refurbished library run by a professional librarian who also teaches some English, and six excellent teaching rooms within a new purpose-built block as well as a large office space.</p> <p>English is a popular subject at -A-level and we offer two courses. Each A-level class receives six 50 minute lessons per week which are generally shared between two teachers. At A-level we follow AQA specifications for English Literature and English Language and Literature, both of which are well-established and popular courses.</p> <p>English taught at its best is inspiring and memorable. Our aim at Princethorpe is to enrich the learning of all our students all of the time.</p>
<b>Key duties and responsibilities</b>	<p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>• To provide a learning environment that guides and encourages students to develop and fulfil their academic potential.</li> <li>• To contribute to the well-being and development of the pupils by supervising and caring for them both inside and outside the classroom.</li> </ul>

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### **Teaching and learning**

- Teach the allocated subject or curriculum area according to agreed schemes of work under the direction of the Head of Department.
- Employ a range of teaching, learning and behaviour management strategies and personalise learning to provide opportunities for all learners to achieve their potential.

### **Curriculum provision**

- Work with colleagues to update and improve the curriculum provision, for example, in response to specification changes.

### **Monitoring and Assessment**

- Follow College policies on assessment, recording and monitoring pupils' progress.
- Evaluate learning and take appropriate action in order to raise achievement.
- Provide learners with constructive feedback on their strengths and weaknesses and highlight areas for development.
- Support the Head of Department in the development of assessment material.

### **Communication with parents**

- Follow College policies on reporting pupils' attainment and progress.
- When necessary initiate additional communication with parents through the established channels.
- Participate at parents' evenings and tutor evenings as appropriate.

### **Staff development**

- Participate in College meetings and INSET days as required.
- Participate in the College staff appraisal and self-evaluation processes.
- Keep expertise, subject knowledge and knowledge of examination requirements up to date through professional development.
- Take responsibility for mastering and implementing developments in ICT in all aspects of College life.
- Contribution to the on-going updating of the School Development Plan and implementing relevant targets.

### **Resource deployment**

- Take responsibility for the care of resources such as equipment and textbooks.

### **Pastoral care**

- Act as a tutor taking an overview of pupil's pastoral care and academic progress in accordance with published tutor guidelines.
- Contribute to the delivery of the REALtime programme.
- Support your House events and encourage the pupils to participate fully in the life of their House.

### **College Ethos**

- Promote the College ethos at all times by being a positive role model.
- Play a full role in College life and participate in co-curricular activities.
- Support the College in meeting its requirements for worship.

### **Duties**

- Perform break, lunchtime and after school duties as requested.
  - Supervise pupils in extended day as requested.
  - Cover lessons for absent staff and perform invigilation for internal examinations as requested.
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	<p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>● Participate in open events, including the recruitment of pupil helpers, planning of suitable activities and provision of attractive display material.</li> <li>● Promote the work of the department and co-curricular activities through the appropriate channels, such as the College intranet, e-newsletter, magazines and social media in liaison with the Press and PR Officer.</li> </ul> <p><b>Health and safety</b></p> <ul style="list-style-type: none"> <li>● Follow College and departmental policies on health and safety.</li> </ul>
<b>Safeguarding children</b>	<p>The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy statement at all times.</p> <p>If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the Deputy Head (Pastoral) or the Headmaster.</p>
<b>Mandatory training</b>	<ul style="list-style-type: none"> <li>● Safeguarding training</li> <li>● Health &amp; Safety induction</li> </ul>
<b>Hours and place of work</b>	Full-time or part-time, Princethorpe College
<b>Salary</b>	The Princethorpe Foundation salary scale is associated with but some way above national scales.
<b>General</b>	The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.
<b>Safeguarding</b>	<p>The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.</p> <p>During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.</p> <p>The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.</p> <p>Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.</p> <p>The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website <a href="http://www.princethorpe.co.uk">www.princethorpe.co.uk</a></p>

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**Recruitment**

The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.

The Foundation is an equal-opportunities employer.

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<b>PERSON SPECIFICATION</b>		<b>Essential</b>	<b>Desirable</b>
<b>Experience/ knowledge</b>	In-depth knowledge of English Literature	Y	
	Experience of teaching GCSE level English Language and Literature		Y
	Experience of teaching GCE level courses in the subject		Y
	Experience of delivering consistently good English lessons to students of all abilities	Y	
	Experience of implementing behaviour management strategies consistently and effectively	Y	
	Experience of supporting students of all ages and abilities to make excellent progress and achieve impressive examination outcomes		Y
<b>Personal job- related skills</b>	A passion for the subject	Y	
	The ability to enthuse and inspire others	Y	
	Being willing to learn new skills and lead new initiatives	Y	
	Good interpersonal skills, including the ability to work and relate well to people on all levels	Y	
	Good organisational and administrative skills, with the ability to remain calm under pressure and work to deadlines	Y	
	Strong interpersonal, written and oral communication skills	Y	
	Strong organisational and time-management skills	Y	
	The ability to develop positive relationships with all young people	Y	
	The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop	Y	
	High levels of honesty and integrity	Y	
A sense of humour and desire to have fun	Y		
<b>Qualifications</b>	Degree with a substantial English related content	Y	
	Qualified Teacher Status		Y
<b>Other requirements</b>	A commitment to the safeguarding and welfare of all students	Y	

Princethorpe College reserves the right to amend this job description from time to time according to business needs.

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## HOW TO APPLY

<b>Application form</b>	<p>Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.</p> <p>Please address your application to Mr E D Hester, Headmaster.</p> <p>Completed applications should be sent by email to <a href="mailto:Recruitment@princethorpe.co.uk">Recruitment@princethorpe.co.uk</a> or by post to: Recruitment Co-ordinator, Princethorpe College, Princethorpe, Rugby, CV23 9PX</p>
<b>Closing date</b>	<p>The closing date for applications is <b>Wednesday 17 March 2021, at 9.00am</b> with interviews likely to take place at Princethorpe College on Tuesday 23 March.</p>
<b>Invitation to Interview</b>	<p>If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.</p> <p>All candidates invited to interview must bring with them:</p>
<b>Proof of ID and Right to Work in the UK</b>	<ul style="list-style-type: none"><li>• Current UK passport showing you are a British Citizen <b>OR</b></li><li>• Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland <b>OR</b></li><li>• Full birth or adoption certificate issued in the UK, dated within 12 months of birth.</li></ul> <p><b>And where possible</b></p> <ul style="list-style-type: none"><li>• An official document giving your permanent National Insurance Number.</li><li>• If applicable, your Marriage Certificate or official documentation showing a change of name. <b>See Qualifications below</b></li><li>• If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.</li></ul> <p><i>At least one document must be photographic proof of ID.</i></p>
<b>Educational/ professional qualifications</b>	<p>Qualification Certificates as listed on your application form.</p> <p><b>If the certificate is in your maiden name then a marriage certificate must be produced.</b></p> <p>If the successful candidate cannot produce original documents or certified copies, written confirmation of her/his relevant qualifications must be obtained from the awarding body.</p>
<b>Proof of current address</b>	<p>Utility bill or financial statement showing your current name and address, dated within last three months.</p>