



**North East
Learning Trust**

Second in English
Teesdale School & Sixth Form
Applicant information pack

Second in English

Required September 2022

Salary MPR/UPR + TLR 2.3 (£4,783)

The North East Learning Trust is seeking to appoint a motivated and ambitious Second in English. This is an exciting opportunity to join our English department.

The post will be based in Teesdale School and Sixth Form, rated as 'Outstanding' by Ofsted in June 2019. We would like our Second in English to share their genuine love of teaching and learning and their passion for the subject. This is an exciting opportunity for the right candidate to join a close and talented team who together ensure students receive excellence every day.

We have 700 children across Key Stages 3 and 4 and Post-16. Our small size means that you can really get to know your students; know who they are; their aspirations, ideas, talents and dreams, bringing out the best in them, helping to champion their ambitions and give them a great start in life.

Nestled in Barnard Castle in the spectacular Teesdale countryside and imprinted with the historic values of the Dales and our close-knit community, Teesdale School is a place where traditional values of kindness, respect and hard work take precedence. Within 30 minutes of both Darlington and Durham and just over an hour from York and Newcastle, our idyllic yet convenient location affords our staff an enviable quality of life.

We are committed to:

- A vibrant learning community with enthusiastic and engaging children.
- A positive and caring ethos.
- An excellent learning environment and resources.
- A team of hardworking, dedicated and friendly staff where everyone is valued.
- A supportive and effective governing body.

The successful candidate will:

- Contribute to leading the strategic direction and development of the department.
- Drive forward the continuing quality of teaching and learning.
- Contribute to the managing of staff.
- Have a passion for English.
- Have the vision and determination to lead within the English Department to ensure all our students receive excellence every day.

Deadline: Wednesday 23rd March 2022, 9am

Interviews: to be confirmed

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to tracy.tuck@teesdaleschool.co.uk or by post to Tracy Tuck, PA to the Leadership Team, Teesdale School, Prospect Place, Barnard Castle, Co Durham DL12 8HH. Please do not submit a CV unless it is to compliment your application form.

Job description

Post title:

Second in English

Responsible to:

Head of Department

Job purpose:

You will be required to carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.

In addition to the duties above you will be required to demonstrate the leadership skills specified in the National Standards for Subject Leaders and to undertake the responsibilities outlined in relation to the post.

Duties and responsibilities:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To develop and enhance the teaching practice of others.
- To monitor and support the progress and development of students as a manager within the English department in support of the head of department.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Strategic:

- To assist the head of department in coordinating the delivery of the English curriculum, resources, schemes of work, marking policies, assessment and teaching strategies in the department.
- To support monitor and follow up student progress.
- To implement school Policies and Procedures.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.

Curriculum:

- To support the head of department in actively monitoring and responding to curriculum development and initiatives at national, regional and local levels.
- To promote and develop extra-curricular activities within the department.

Staffing:

- To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department.
- To promote teamwork and to motivate staff to ensure effective working relations.

- To work with ITT/NQT within the department as part of a supportive programme.

Quality management:

- To work within the effective operation of quality control systems.
- To work alongside the head of department to achieve targets within the department.
- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To implement modification and improvement where required within the department.

Pastoral support:

- To monitor and support the overall progress and development of students within the department
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to SMSC according to the school policy.
- To implement the Behaviour Management system in the department so that effective learning can take place.

Other specific duties:

- To promote actively the school's corporate policies.
- To proactively continue personal development as agreed.

Additional duties:

- To ensure the maintenance of accurate and up-to-date information concerning students' learning and progress.
- To ensure effective communication/consultation as appropriate with the parents/ carers of students
- To carry out duties as appropriate to the position of a classroom teacher
- To carry out duties as appropriate to the position of a pastoral tutor
- Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

| | Essential | Desirable |
|---------------------|--|---|
| Education/training | <ul style="list-style-type: none"> • Qualified Teacher Status • First degree or equivalent in a relevant subject | <ul style="list-style-type: none"> • Evidence of recent professional development including specific preparation for a leadership role |
| Experience | <ul style="list-style-type: none"> • Recent and successful teaching experience in the relevant subject area from KS3 – A-Level • Proven track record of exam success at KS4 • Proven ability to plan and deliver successful and inspiring lessons in the relevant subject area • Proven track record of delivering excellent outcomes for students at all abilities. • A commitment to extra-curricular activities • Ability and experience of delivering lessons in the relevant subject area | <ul style="list-style-type: none"> • Experience of organising and participating in extra-curricular activities • Experience of making a significant contribution to improving student outcomes at departmental level • Experience of leading or managing developments in the curriculum area • Ability to teach Film Studies in KS5 |
| Aptitude and skills | <ul style="list-style-type: none"> • Ability to work flexibly as part of a team • Excellent communication skills • Excellent organisational skills • Willingness to take responsibility • Ability to use own initiative • Resilient, mature approach • An appreciation of the value of learning • A desire to encourage all young people to succeed | <ul style="list-style-type: none"> • Willingness to keep up-to-date with local, county and national initiatives |
| Personal qualities | <ul style="list-style-type: none"> • Reliable and conscientious • Desire and ability to learn new skills • High expectations of all students • Caring and supportive • Enthusiastic team player • Organise, plan and prioritise effectively | |

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.