



*Saint Joseph's*  
CATHOLIC SCHOOL

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## *Teacher of English/Drama (Maternity Cover)*

*Full-time or Part-time - Start date: June 2022*

[www.sjcs.org.uk](http://www.sjcs.org.uk)

# WELCOME FROM THE HEADTEACHER

Dear Applicant,

The Governors and I welcome your interest in the position of Teacher of English/Drama at our school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community, following year on year improvements in results, has resulted in us becoming oversubscribed and a school of choice for many parents.

Following an extremely pleasing Ofsted inspection in November 2018 we have a clear focus on the areas we need to improve and hence achieve Outstanding grading in all sections. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Outstanding in the Behaviour and Safety category and Good in the other three, thus giving an overall judgement of Good.

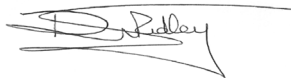
We are looking for an ambitious individual who can inspire pupils. The successful candidate will be a good team player, with a distinct sense of purpose and bring a strong intellectual commitment to their role.

## Dates

Application Deadline: 6th May 2022

Interviews: Week commencing 9th May 2022

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.



Mrs RA Ridley  
Headteacher



# JOB DESCRIPTION FOR TEACHER OF ENGLISH/DRAMA

<b>Post:</b>	<b>Teacher of English/Drama</b>
<b>School:</b>	<b>St Joseph's Catholic School</b>
<b>Salary Range:</b>	<b>Dependant on Experience</b>
<b>Responsible to:</b>	<b>Head of English</b>
<b>Contract Type:</b>	<b>Temporary Maternity Cover</b>

## Areas of Responsibility and key tasks

What follows is designed as a generic job description for all Drama/English Teachers without specific teaching and learning responsibility points. The conditions of employment of teachers are provided in the 'School Teachers' Pay and Conditions Document', issued annually.

- To plan and prepare courses and lessons so that teaching and learning has due regard to up-to-date knowledge of the subject and teaching methodology.
- To plan with reference to the Drama/English schemes of work for each Key Stage.
- To teach students according to their educational needs, including the setting and marking of work.
- To keep methods of teaching and learning, and programmes of study, under regular review.
- To teach other subjects from time to time as may be required by timetable constraints, including covering for absent colleagues.
- To provide and contribute to oral and written assessments, reports and references relating to individual students or groups of students. This will be in the context of helping to raise their standards of achievement, or for purposes of public examinations and assessments, and will be according to reasonable expectations established within the practices of the School.
- To assess, record and report on the development, progress and attainment of students, and to maintain accurate records of student attendance.
- To participate in current arrangements for performance management/appraisals.
- To identify personal development needs and seek ways of meeting them.
- To participate in arrangements for further training and professional development. This includes activities on School in-service training days or related to those days.
- To participate in induction arrangements where appropriate
- To support and encourage all students to achieve the highest standards that they can. In some cases this encouragement will extend to independent learning and student involvement in extra activities beyond the classroom.
- To provide guidance and advice to students on educational and appropriate social matters and, as far as is practicable, on their further education and future careers. This is likely to include information about sources of more expert advice on specific questions and is partly, but not exclusively, related to the work that many teachers perform as form tutors.
- To communicate and consult with parents and others outside the School when necessary (including appropriate meetings) according to the routines of the School.
- To advise and co-operate with the Headteacher and other staff on the preparation and development of courses, materials, teaching programmes, methods of teaching and assessment.

# JOB DESCRIPTION FOR TEACHER OF ENGLISH/DRAMA

- To maintain good order and discipline among the students, using the scope of the existing guidelines and the expectations of conduct as specified by the Headteacher.
- To endeavour to create a safe and attractive environment for teaching and learning.
- To participate in the School's agreed pattern of meetings.
- To participate in arrangements for supervision during examinations where necessary.
- To contribute to a regular programme of supervisory duties assigned in an equitable way.
- To perform particular duties in accordance with directions given by the Headteacher, allocated from time to time on a reasonable basis.
- To respect the Catholic ethos of the school.

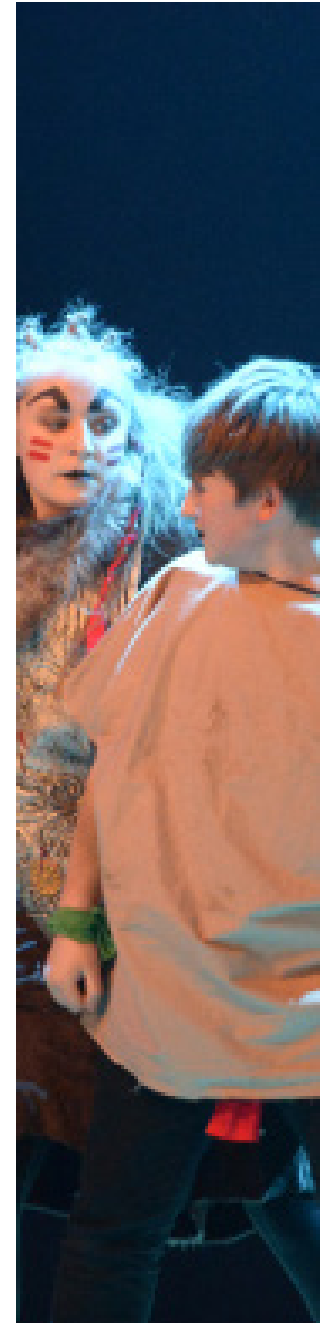
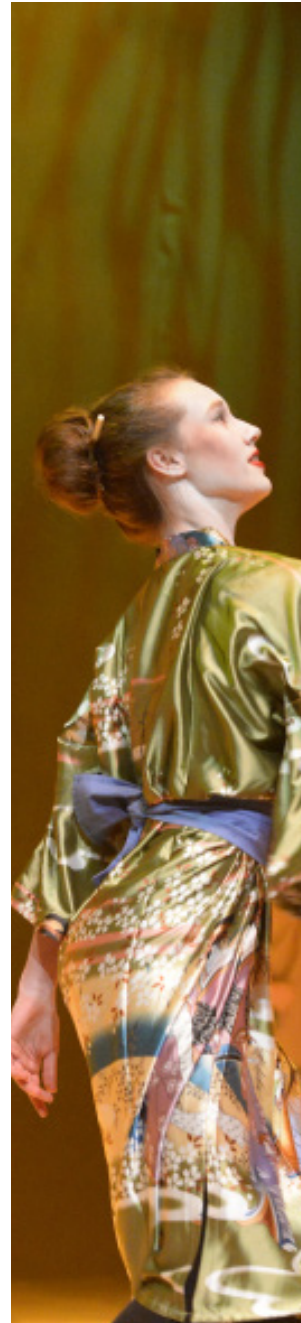
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date show but following consultation with you, may be changed by SLT to reflect or anticipate changes in the job commensurate with the grade and job title.

**“Conduct in and outside the classroom is exemplary”**  
Ofsted 2013



# PERSON SPECIFICATION FOR TEACHER OF ENGLISH/DRAMA

<b>Post</b>	Teacher of English/Drama
<b>School</b>	St Joseph's Catholic School
<b>Pay Range</b>	Dependant on experience
<b>Responsible to</b>	Head of English
<b>Contract Type</b>	Temporary Maternity Cover

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status A degree or equivalent in Drama/English or a related subject</li> </ul>	<ul style="list-style-type: none"> <li>Relevant higher degree</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Recent relevant in-service training in Drama/English</li> <li>Commitment to own professional development</li> </ul>	<ul style="list-style-type: none"> <li>Further professional training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Taught Drama/English across the ability range and 11-16 range</li> <li>A proven track record of good and outstanding teaching</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of high achievement in teaching throughout the Key Stages</li> <li>Experience as a Form Tutor</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Use of baseline data to improve practice, set targets and raise standards</li> <li>Strong classroom management</li> <li>Knowledge and understanding of appropriate GCSE syllabuses and schemes of work across all year groups</li> <li>The ability to motivate and inspire staff and pupils</li> <li>The capacity to support and nurture staff and ensure improved performance and outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Ability to contribute to whole school work</li> </ul>
<b>Commitments</b>	<ul style="list-style-type: none"> <li>Sympathetic to Catholic values</li> <li>Professional and positive working relationships with staff and pupils</li> <li>An understanding of the school's priorities in line with the Development Plan and Self Evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Involvement in cross curricular initiatives and projects</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Energy and ambition</li> <li>Ability to work under pressure</li> <li>Sense of humour and positive outlook</li> <li>Good health and attendance</li> <li>Good organisation</li> </ul>	



## SCHOOL ETHOS

St Joseph's Catholic School is a small 11–16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do. Our values and ethos permeates everyday life as a community, each child and every adult is treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.



## OVERVIEW OF THE SCHOOL

Our school encourages and guides each of its pupils to develop their own unique gifts and talents. By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential. Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.

## ACADEMIC SUCCESS

Over the past five years, St Joseph's Catholic School has exceeded challenging targets, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils. We have received local and national recognition for our GCSE results which places our school as one of the top performing smaller educational establishments in the country.

# STAFF WELFARE AND CAREER PROFESSIONAL LEARNING

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish. We offer the NPQML and NPQSL national qualification to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



# SAFEGUARDING AND CHILD PROTECTION

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the school will be subject to an enhanced DBS check.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.



*Saint Joseph's*  
CATHOLIC SCHOOL

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ST JOSEPH'S CATHOLIC SCHOOL

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