



**WEST HATCH HIGH SCHOOL**  
*a Specialist Business and Enterprise School*

"THE BEST THAT I CAN BE"

Headteacher: Mr D Leonard BSc (Hons), Med  
High Road, Chigwell, Essex, IG7 5BT

**TEACHER OF ENGLISH**

**Required for Easter 2018**  
**Suitable for NQT**

An exciting opportunity has arisen to join our highly successful English department, where collaboration is at the heart of everything we do. A proven track record of success, stemming from fully organised schemes of work and a level headed vision and leadership.

If you are passionate about teaching English and want to work in an environment where you can thrive – we may be the place for you. Currently, as well as following the AQA GCSE specifications for English Language and Literature, we also offer 3 A Level subjects in English; EdExcel English Language, English Literature and English Language and Literature.

West Hatch is a thriving, heavily oversubscribed innovative school. Proud of its success with significantly above average results. Rated 'Good' by Ofsted, we are always striving for improvement. We are keen to appoint individuals with a positive outlook and a proactive attitude - colleagues who enrich the lives of the learners and staff with whom they work.

We place great store on staff development at all levels and offer a whole range of opportunities for colleagues to develop their leadership potential within and beyond West Hatch.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Please visit our website to download an Application Form and further details or telephone or email for an Application Pack.

Closing date: 24<sup>th</sup> January 2018  
Interview date: 30<sup>th</sup> January 2018

High Road, Chigwell IG7 5BT  
Tel: 020 8504 8216 Fax: 020 8559 2695  
Email: [admin@westhatch.essex.sch.uk](mailto:admin@westhatch.essex.sch.uk)  
[www.westhatch.essex.sch.uk](http://www.westhatch.essex.sch.uk)

# West Hatch High School



## **JOB DESCRIPTION**

**POST:** TEACHER OF ENGLISH

**RESPONSIBLE TO:** TEACHER IN CHARGE OF A SUBJECT  
HEAD OF DEPARTMENT  
HEAD OF YEAR  
SLT MEMBERS

### **PURPOSE OF THE JOB:**

- a. To implement policies as determined by the governing body and the Headteacher.
- b. To implement and deliver an appropriate curriculum within designated subject area.
- c. To assess and monitor progress the development of designated students.
- d. To contribute to raising standards of student attainment and of achievement.
- e. To fulfil the role of form tutor.
- f. To fulfil professional duties outlined in the Teachers Conditions of Service.

### **DUTIES:**

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## **PARTICULAR DUTIES:**

Under the overall direction of the Headteacher.

## **TEACHING**

- Have a secure and up to date knowledge and understanding of the concepts and skills necessary to teach specialist subjects.
- Plan to achieve progression in pupils learning in line with agreed expectations on targets.  
Set homework, mark and assess in line with school policies. Engage with school-wide learning initiatives.
- Ensure that high quality teaching and learning takes place in all allocated classes.
- Mark, assess, record and report on pupil achievement and maintain records as stated in the schools policy. Maintain accurate records and use assessment data to monitor progress, targets and take action (e.g. SEN, Gifted & Talented, praise and track under achievement).
- Contribute to the development of Schemes of Learning, School and Team policies as requested.
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies. Monitor targets for pupils on report.
- Undertake specific duties within the Team as agreed with your line manager.
- Attend and contribute positively to meetings and professional development activities.
- Promote and contribute where possible to the school's extra-curricular programme.
- Meet deadlines for reports, marking, submission of coursework and other assignments.
- Prepare pupils for examinations and take part in standardisation or moderating exercises as require by the Team or examination boards.
- Contribute to Citizenship teaching, special one day events and to the ethos of a Business and Enterprise Specialist School.
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence.
- Follow School Policy and support the Leadership Team in the effective operation of the school.
- Carry out the role of form tutor as required.
- All teachers at West Hatch may be required to deliver in subjects other than their specialism dependent upon the school's curriculum needs. The senior team will determine subjects taught dependant on the teacher's individual experiences, skills and or qualifications.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced CRB check and positive references.

January 2018



## Person Specification for Teacher of English

We seek an enthusiastic, energetic and ambitious teacher who is committed to the highest standards and who can demonstrate leadership and management skills compatible with the school's vision and values.

The successful candidate will have the following:

<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications and training</b></p> <ul style="list-style-type: none"> <li>• QTS status and good honours degree in English or relevant subject to this post</li> <li>• Recent and significant experience of teaching English to GCSE in a large 11-18, or 13-18 comprehensive school</li> <li>• Evidence of your commitment to your own high quality professional development</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to contribute to the wider life of the school</li> </ul>
<p><b>Skills, knowledge and aptitude</b></p> <ul style="list-style-type: none"> <li>• Recent knowledge, understanding and teaching of the requirements of the National Curriculum for English at KS3/4 and 5</li> <li>• Excellent and proven ICT skills to enhance teaching and learning</li> <li>• Experience of supporting colleagues in their development through facilitating training, delegating responsibilities and opportunities</li> <li>• Experience of recording, assessment and reporting processes and the ability to secure achievement through challenge and support</li> <li>• Recent knowledge and understanding of developments in English both within and without of the school environment.</li> <li>• Recent knowledge and understanding of how safeguarding is met in your subject.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of phonics based intervention programmes</li> <li>• Knowledge of Acc Reader and Lexia</li> </ul>

<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• A proven track record of successful teaching and securing outstanding results through ensuring high quality teaching and learning</li> <li>• Personal tutoring and guidance for students showing an ability to establish rapport</li> <li>• Evidence of having a good track record in enriching and developing activities to enhance and promote literacy beyond the classroom</li> <li>• The ability to use data effectively, to monitor and enhance student progress</li> </ul>	
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Ability to be proactive and initiate action</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Evidence of the ability to be creative and inspire enthusiasm for your subjects in both colleagues and students</li> <li>• Ability to work productively as part of a team and take part in collective decision making.</li> <li>• A sense of humour and a passion that encourages others to think positively and teach creatively.</li> <li>• An excellent record of attendance and punctuality</li> </ul>	<ul style="list-style-type: none"> <li>• A strong commitment to improving educational opportunities and a belief in the potential of every student</li> </ul>

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