



**North East
Learning Trust**

**Temporary Teacher of English
The Academy at Shotton Hall**
Applicant information pack

Temporary Teacher of English

Required 01/09/2022 (Full or Part time considered)

Salary MPS/UPS

The Academy at Shotton Hall is a part of the North East Learning Trust and are seeking to appoint a Temporary English Teacher (Fixed term) to join our dedicated team.

The Academy at Shotton Hall truly is a unique place to learn, with a warm and happy atmosphere with high expectations and a clear focus on achievement. Our students consistently reach the highest standards and year-on-year we are placed amongst the top performing schools in County Durham with students exceeding their targets.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- 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:

- Have qualified teacher status
- Have first degree or equivalent in a relevant subject.
- Have recent experience in the relevant subject area

If you are passionate about the students with whom you work, have high expectations with regards to standards and behaviour and a commitment to ensuring that every student achieves their full potential, we look forward to your application

Deadline:

Closing date Monday 13th June 2022

Interviews taking place week commencing 13th June 2022

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Debra.livingston@shottonhallacademy.co.uk or by post to Debra Livingston, Head of Administrative Services, The Academy at Shotton Hall, Passfield Way, Peterlee, Co. Durham SR8 1AU. Please do not submit a CV unless it is to compliment your application form.

Job description

Post title: Temporary Teacher of English – (Full time or part time considered)
Responsible to: Head Teacher
Salary Band: MPS/UPS

Job Purpose:

You will be required to carry out the duties of a school teacher as set out in the current School teachers' Pay and Conditions document.

Duties and Responsibilities:

- To plan and deliver lessons effectively to meet the varied and special educational needs of students and to maintain appropriate records of teaching.
- To mark and assess the work of students in accordance with school and departmental policies and to maintain appropriate records of student attainment and progress.
- To set and mark homework in accordance with school policy.
- To manage behaviour effectively to ensure a good and safe learning environment, in accordance with the school's behaviour policy and to ensure that students complete school planners.
- To contribute to the appearance and ethos of the Trust through the maintenance of a pleasant learning environment within the classroom and departmental areas.
- To actively celebrate the achievement of students using school systems to praise and reward.
- To participate in general supervisory duties in accordance with published duty rotas.
- To participate in required meetings with colleagues and parents/carers.
- To liaise with colleagues in other departments as appropriate.
- To participate in professional development and Performance Management reviews in line with school policy.

Enhancing own knowledge, skills and understanding

- To continuously develop your range of teaching and learning strategies for supporting the development and progression of individual students.
- To keep up to date with developments and initiatives in the subject area.

Professional development and raising awareness

- To be an active member in the school to ensure students receive the high standard of learning
- To work with relevant staff to identify and address the needs of students.
- To plan differentiated material to support all students.
- To participate proactively in professional development initiatives.

Curriculum and Extra-curricular Provision

- To contribute in developing/reviewing/revising schemes of work and engaging and challenging resources.
- To contribute to the creation, planning and organisation of extra-curricular activities to promote the subject and enhance students' learning.

Support and Monitoring

- To mark and record students' work in line with departmental and school policies.
- To assess in line with departmental and school policies the ability of individual students; transfer that assessment to school records and to reports for parents; to communicate assessment details and data to tutors in preparation for parents' progress evenings.
- To prepare and conduct assessments of students' learning as and when required and submit data regarding students' progress into the school management information system.

- To liaise with others involved in supporting students' learning.
- To foster good relationships and liaison with parents/carers.

Pastoral

- To be a Sept Tutor for an assigned group of students and to carry out related duties.
- To support students' social and emotional needs.
- To develop and maintain links with subject and pastoral staff to support, monitor, assess and evaluate the progress of individuals
- To participate in general supervisory duties in accordance with published duty rotas.
- To attend assemblies as required.
- To promote and safeguard the welfare of students. Management of Information
- To ensure the maintenance of accurate and up-to-date information concerning students' learning and progress.

Communication

- To ensure effective communication/consultation as appropriate with the parents/carers of students.

General

- To carry out duties as appropriate to the position of a classroom teacher within school.
- 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 and 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	• Qualified Teacher Status • First degree or equivalent in a relevant subject. • Recent experience of working in a school.	
Experience	• Recent teacher experience in the relevant subject • A commitment to extra-curricular activities	• Recent and successful teaching experience in relevant subject • Experience of organising and participating in extra curricular activities
Aptitude and skills	• Excellent communication skills both verbal and written • Excellent time management skills with the ability to meet tight deadlines • Ability to work under pressure • Ability to lead, motivate, challenge and inspire staff and students • Ability to initiate and successfully • Implement change	• Ability to adapt teaching to recognise new and emerging technologies
Personal qualities	• 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 • Flexibility, adaptability and creativity	

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.