



Teacher of English

(Fixed Term until August 2025 initially)

Required for January 2025

Full time (Part-time considered for the correct applicant)

MPS/UPS



We are looking for an enthusiastic, hardworking and dedicated teacher of English to join our dynamic and innovative department.

The Maelor School is a consistently high-performing comprehensive school, welcoming pupils aged 11 to 18. The school has an excellent reputation in the local area and is consistently oversubscribed. While many of our pupils come from the nearby villages around Penley, others choose to travel from across Wrexham, Shropshire, and Cheshire to experience our warm, close-knit community in a picturesque rural setting.

Everyone connected to The Maelor School takes great pride in our community. You will find happy staff, a great sense of teamwork and a commitment to developing colleagues at all levels.

The successful applicant will have the opportunity to contribute to teaching a combination of lower school English, GCSE English Language and Literature and, depending on experience, possibly 'A' Level English Language and 'A' Level English Literature.

The position is offered on a fixed term basis initially starting January 2025 and is ideal for teachers at any stage of their career: whether you are an NQT starting out on your teaching journey or someone with many years' experience.

Visits to the school to find out more are warmly welcomed. For further information, please contact Mrs Fiona Minshall, Headteacher's PA on fiona.minshall@maelorschool.org.uk

Application packs are available to download from the school website:
<https://www.maelorschool.org.uk/vacancies>

Please return the completed application form marked and an expression of interest (maximum two sides of A4) to Mrs Fiona Minshall, Headteacher's PA:
fiona.minshall@maelorschool.org.uk

The Maelor School welcomes applications from suitably qualified candidates regardless of race, gender, disability, sexuality, religious belief or age.

CLOSING DATE: Tuesday 22nd October 2024

INTERVIEWS: Thursday 24th October 2024

Job Description: Teacher of English

Post Title:	Teacher of English
Reporting to:	Head of English
Salary/Grade:	MPS/UPS
Liaising with:	Leaders, teachers, support staff, parents, external agencies
Working time:	Full time as specified in STPCD

OVERALL RESPONSIBILITY:

- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance Teaching and Learning.
- To monitor student progress, keeping student records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all students to achieve their full potential.
- To maintain and build upon the standards achieved in the award for QTS (Secondary).
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to 'Keeping Learners Safe'.

SECTION 1 - GENERAL TEACHING DUTIES

Teaching and Learning

- Manage student learning through effective teaching in accordance with the subject's schemes of learning and policies.
- Ensure continuity, progression and cohesiveness in all teaching.
- Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students.
- Set homework regularly, (in accordance with the School Homework Policy), to consolidate and extend learning and encourage students to take responsibility for their own learning.
- Work with EAL/ALN staff and support staff in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- Support individual learning, including students on the More Able and Talented register, by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly.
- Work effectively as a member of the subject team to improve the quality of Teaching and Learning, by contributing to the Area Development Plan and implementing and monitoring change.
- Implement new initiatives, school, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
- Set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
- Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

- Be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
- Track student progress, monitoring achievement against targets set, and take appropriate action on student outcomes.

- Assess students' work systematically and use the results to inform future planning, teaching and curricular development.
- Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents.
- Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

Subject Knowledge and Understanding

- Have a thorough and up-to-date knowledge and understanding of the curriculum and specifications for examination courses.
- Keep up-to-date with research and developments in pedagogy in the subject area.
- Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
- Keep up-to-date with technological change and the use of technology to enhance delivery, and student access, to the subject.

Professional Standards and Development

- Be a role model to students through personal presentation and professional conduct.
- Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
- Cover for absent colleagues as is reasonable, fair and equitable.
- Be familiar with, and adhere to, the School's policies.
- Establish effective working relationships with professional colleagues and associate staff.
- Be involved in extra-curricular activities such as contributing to after-school clubs and visits.
- Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities
- Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare.
- Be aware of the role of the Governing Body of the School and support it in performing its duties.
- Be familiar with and implement the relevant requirements of the current ALN Code of Practice, DDA and Access to Work.
- Consider the needs of all students within lessons (and implement specialist advice) especially those who:
 - have ALN;
 - are MAT;
 - are not yet fluent in English.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Understand visits' procedures and the relevant actions to take when planning out of school activities.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in Teaching and Learning.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Implement and develop pedagogic procedures introduced through school, local or government initiatives.
- Implement the use of new technologies that enhance Teaching and Learning.
- Participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.

- Carry out reflective practice exercises to move classroom practice, teaching and learning, forward.
- Use 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; participate in collaborative planning sessions; provide additional student support or any activity directed by the Headteacher.
- Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice.
- Contribute to the professional development of colleagues, especially NQTs and ITTs.
- Contribute to departmental development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring.

Every subject teacher will be expected to have pastoral responsibilities - detailed separately.

SECTION 2 - ADDITIONAL DUTIES FOR THIS POST

This is a 'job description' only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the post holder. Duties listed in the group tutor job descriptions also apply.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification: Teacher of English

Attributes	Essential	Desirable	How identified
Education and Training	<ul style="list-style-type: none"> • Good honours degree • Qualified teacher status • Evidence of recent professional development related to Teaching and Learning 	<ul style="list-style-type: none"> • Evidence of further professional learning/study 	<ul style="list-style-type: none"> • Application form
Relevant Experience	<ul style="list-style-type: none"> • Ability to deliver English across 11-16 age range, including delivering excellent outcomes • Evidence of working successfully in secondary school environment 	<ul style="list-style-type: none"> • Evidence of effective delivery to More Able and Talented students • Evidence of working with students with Additional Learning Needs • Experience of examination marking • Ability to deliver English at 16-18, including delivering excellent outcomes 	<ul style="list-style-type: none"> • Application form/letter
Knowledge and Skills	<ul style="list-style-type: none"> • Outstanding classroom practitioner • Understanding of relevant research and best practice relating to Teaching and Learning • Excellent literacy, numeracy and digital skills • Ability to enthuse and motivate students • Ability to prioritise and manage workload efficiently • To have a strong presence and maintain a high profile • To safeguard and promote child safety and welfare • To work with a variety of partners with an inclusive approach to Teaching and Learning 	<ul style="list-style-type: none"> • Knowledge of WJEC specifications • Working knowledge of the new Curriculum in Wales 	<ul style="list-style-type: none"> • Application form/letter • References • Interview
Personal qualities and behaviours	<ul style="list-style-type: none"> • Passionate about learning and working with young people • Strong moral purpose and drive for improvement • Excellent communicator • Excellent organisational skills • Team player • Integrity and honesty • Enthusiasm, energy and initiative • Positive, growth mind-set • A commitment to integrate fully into the life of the school • Desire to develop yourself • Contribution to extra-curricular provision 		<ul style="list-style-type: none"> • References • Interview