



November 2023

Dear Applicant

Re: Teacher of English – Maternity cover

Many thanks for expressing an interest in the above position. I hope you find the enclosed Job Description, Employee Specification and following information useful in preparing your application.

Wetherby High School is a vibrant and welcoming school with inclusive values at the centre of all our work. We believe all our students deserve to have adults around them that are committed to doing all they can to help them succeed in all areas of life. Wetherby High School is in an exciting phase of development, with a new state of the art building for the school community that will be ready in the near future.

- Know our children well
- Character for achievement
- Partners in learning
- Enjoy and aspire

The staff at Wetherby High School work exceptionally well together as a team and this post is a key role in providing support to colleagues in a number of different roles. This is therefore a very exciting position that will appeal to an ambitious individual seeking a varied and interesting opportunity to utilise and develop key skills.

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position, a copy of your CV and Application Form, via email to hr@wetherbyhigh.co.uk

Yours faithfully

A handwritten signature in black ink, appearing to read 'SJA', enclosed in a simple oval shape.

Samantha Jefferson
Headteacher



JOB DESCRIPTION

Job Title:	Teacher
Grade:	ECT / MPS / UPS
Responsible To:	Subject Manager

1. Purpose:

- 1.1 To raise standards of pupil attainment and achievement across the taught curriculum areas.
- 1.2 To monitor and track students' progress and ensure that students make progress at least in line with aspirational expectations.
- 1.3 To support the vision, direction, development and delivery of high quality learning using consistently good teaching to meet the needs of all students. To include regular, systematic and rigorous self-review and quality assurance procedures.
- 1.4 To be accountable for pupil development and work restoratively and ensuring the well-being of each child.
- 1.5 To support and uphold the school ethos and to play a role in the implementation of the School Improvement Plan.
- 1.6 To support the Subject Manager in managing and deploying resources (teaching and support staff, financial and physical) within the teaching group, supporting agreed targets in agreed action plans. Where appropriate support learning, teamwork and development for students and staff (e.g. intervention and further learning, trips and visits).
- 1.7 Where directed by the Subject Manager to keep up to date with national developments in the curriculum area and keep up to date with teaching methodology and practice.
- 1.8 To actively monitor and respond where agreed with Subject Manager to curriculum development and initiatives at national, regional and local levels.

2. Responsible for:

- 2.1 To teach the curriculum as directed by the Subject Manager.
- 2.2 To monitor and support pupil progress and academic outcomes within the curriculum area.
- 2.3 To follow the schools' assessment policy
- 2.4 To display commitment to the protection and safeguarding of children and young people.

3. Core duties:

- 3.1 To regularly monitor pupil progress using the school procedures and data. To identify and target support strategies for students at risk of underachievement.
- 3.2 To support high standards and expectations of performance for staff and students within the classroom.
- 3.3 To actively support the Subject Manager in the implementation of school policies and procedures, including responsibility for safeguarding and promoting the welfare of children. To follow Health and Safety procedures,
- 3.4 To support, as directed by the Subject Manager, the maintenance and development of appropriate syllabi, resources, schemes of work, programmes of study, assessment procedures and teaching and learning strategies within the team area.

- 3.5 To further develop, as directed by the Subject Manager, resources and strategies to raise achievement for identified groups of students, such as EAL and SEN students.
- 3.6 To maintain a high quality learning environment.
- 3.7 To support the Subject Manager in ensuring that you are familiar with the key objectives in the School Improvement Plan and the priorities within both the School and team plans.
- 3.8 Where directed by the Subject Manager to undertake professional development through CPD, and the sharing of good practice and expectations etc.

4. Quality Assurance:

- 4.1 To support the Subject Manager in ensuring quality assurance is in line with school policies, including, for example,
- Lesson observations
 - Scrutiny of students books, including marking and presentation
 - Review of schemes of work
 - Support for peer coaching and development
 - Performance Management reviews
- 4.2 To support the Subject Manager in producing Outcome Based Accountability plans as required and support in the production of reports where applicable and appropriate, analysing performance against targets and outcomes.
- 4.3 To support in the induction of new colleagues and, where directed, the mentoring of other colleagues, including NQTs and ITTs.

5. General duties:

- 5.1 To actively promote and foster links with parents/carers and to encourage parents/carers to take an active responsibility for their child's learning.
- 5.2 To support the Subject Manager in establishing effective links with partner schools and wider community.
- 5.3 To actively promote the development of effective links with external agencies and with other schools.
- 5.4 Along with the Subject Manager and colleagues to actively plan and participate in celebrating successes in the department, both internally, within the school and into the wider community.
- 5.5 To be a coach and to play a full part in promoting the school ethos.
- 5.6 To act as (when required) a personal mentor for specified students.
- 5.7 To continue personal development.
- 5.8 To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.

Signed : _____ Date : _____



Personal Specification – English Teacher

Qualifications / Experience	Desirable	Essential	How evidenced
Recent school experience		Successful experience in a secondary school, working with pupils, parents & staff and suitability to work with children. Successful experience in using a range of strategies for raising attainment.	Application / interview / references
Employment		A range of teaching experiences in secondary education, leading to improved attainment.	Application / interview/ references
Communication Skills	Confidently and successfully use strategies to raise attainment.	Communicate with a wide range of pupils, colleagues and parent/carers. Experience of using of ICT.	Application / interview/ references
Education & Training	Further qualifications relevant to English teaching at KS3, 4 and/or 5	Teacher qualified, recent training in use of new technologies and other raising attainment initiatives, Awareness of CPD needs.	Application / references
Additional skills		Willingness to learn and adopt alternative strategies in the delivery of the English curriculum.	Application / interview/ references
Personal Skills & Qualifications	Desirable	Essential	How evidenced
Ability to learn	Able to initiate new ways of working, to learn new processes and approaches to problem solving.	Quick learner, able to be flexible and adapt to nature of initiatives – able to learn from mistakes and develop effective learning strategies for pupils and staff.	Interview / references
Organisation	Able to work in teams and embrace transformational change, take initiative and leadership opportunities.	Efficient and well organised. Able to operate high reliability procedures. Able to plan and prepare thoroughly, in advance and collaboratively.	Application / Interview / references
Personal qualities	Able to work at pace, bringing along colleagues and not afraid to take calculated risks and strive for the best.	Excellent interpersonal skills with a robust sense of humour, able to reflect on performance and find solutions. Able to see opportunities and complete.	Interview / references
Working under pressure	Able to predict pressure points and plan ahead.	Able to complete under pressure and to deadlines. To lead pupils, staff, parents & stakeholders to closure.	Application / interview / references
Positive attitude	Able to predict need for initiative, read trends and lead change.	Can do attitude, ability to complete tasks and to present alternative solutions where appropriate.	Application / interview / references
Attendance & Punctuality		Excellent attendance and punctuality.	References
Health record		Record of good health, highly reliable and with the capacity to work effectively independently and in a team.	References
General		This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.	



Privacy Notice for Applicants

Data Protection Legislation

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

The school is registered with the information Commissioners Office (ICO) under the provisions of the UK GDPR and Data Protection Act 2018. We take our responsibilities under data protection law very seriously.

This Privacy Notice explains how we collect, use, store and share personal data about job applicants. In data protection law, these activities are called data processing.

What is this information?

We may collect some or all of the following information about you as part of our recruitment process:

- Name, address and contact details
- Application data and application history
- Education and employment details
- Gender, ethnicity, disability, sexual orientation and religion/belief
- Date of birth and national insurance number, Identification, Immigration and Asylum details, i.e. right to work in the UK
- References if you are invited to interview
- Right to work in the UK and supporting documentation if you are invited to interview
- Copies of qualifications if you are invited to interview
- Your online activity (social media sites such as Facebook and Twitter)

Who uses this information?

People involved in the recruitment process for example, School Business Manager, Headteacher and Governors.

What authority do we have to collect and use this information?

Under the GDPR we collect and use this information under powers given to schools for the legitimate interests of the controller or third party, where applicable in accordance with the statutory framework for safeguarding children and safer recruitment in education.

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement

- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In rare circumstances where no legal authority exists to use your information, we will obtain your express consent first.

What is 'personally identifiable data' (PII)?

The term PII relates to any data that could potentially identify a living person. The following fields in Human Resources are classified as PII: name, age, address, place of birth, date of birth, gender, national insurance number, any application data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

Why do we use this information?

We use this information in the course of recruiting members of staff.

Who are we likely to share this information with?

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, for the following reasons:

With the local authority and our HR services provider to allow managers to manage recruitment processes.

How do we keep this information secure?

Your information may be stored securely in electronic and paper document management systems with stringent limited access. All access to documents is limited to only those staff involved within the recruitment process.

How long do we keep this information?

Documents are kept for a period of 6 months following the end of the recruitment process. If you are successfully appointed into a post, your data will be held in line with school policies. A copy of the staff privacy notice will be provided to you upon appointment with full details.

What are your rights?

You have the right to request that we stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school's legal functions.

If you have any questions about our use of this data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact our **Data Protection Officer, Richard Lewis-Ogden** who can be contacted by email at dpo@bywaterkent.co.uk .