

# Ursuline College

*Part of the Kent Catholic Schools' Partnership*



## Staff Application Pack

Teacher of English (Part Time)

**Resilience. Integrity. Respect. Serviam. Aspiration.**

*Getting better never stops*



# Staff Application Pack

## ***Letter from the Headteacher***

### **Dear Applicant**

Thank you for your interest in this exciting role within our secondary school, which forms part of the Southeast Kent Cluster of Kent Catholic Schools' Partnership.

We have a long tradition of providing Catholic education to those in the local community and educating each student who passes through our doors to achieve their personal best. Student well-being and learning are at the heart of everything we do.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

**Danielle Lancefield**  
**Headteacher**



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## The Post

Details	Part Time Teacher of English
Reports to:	Curriculum Lead of English
Grade:	MPS / UPS
Working week:	To be discussed

### Our English Department

We are an enthusiastic and experienced department looking for a teacher to join our dynamic team and teach Key Stage 3, Key Stage 4 and KS5 teaching. Applications from NQTs, as well as more experienced teachers, are welcome.

Ursuline College is situated in beautiful grounds; within easy reach of both Canterbury and Dover, with a fast train service to London. Any enquiries are welcome.

### **Ursuline College All Staff Responsibilities:**

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

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## **Job Description**

Teacher of English

### **GENERAL DUTIES**

**To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State:**

1. To support and promote the Catholic ethos of the College in undertaking all your duties.
2. To insist on the highest standard of behaviour from all students.
3. To manage pupil learning through effective teaching in accordance with the department's schemes of work and policies.
4. To ensure continuity, progression and cohesiveness in all teaching.
5. To use a variety of approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equality of opportunity for all pupils.
6. To set quality homework regularly, (in accordance with the School Homework Policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
7. To work with SEN staff and support staff (including prior discussion and joint planning when possible) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
8. To work effectively as a member of the department team to improve the quality of teaching and learning.
9. To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
10. To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self esteem.

### **MONITORING, ASSESSMENT, RECORDING AND ACCOUNTABILITY**

1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. To contribute towards the implementation of the PEPs as detailed in the current code of practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
4. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
5. Keep an accurate register of pupils for each lesson.
6. Unexplained absences or patterns should be reported immediately in accordance with the school registration policy.
7. To enter all requested pupil data with regard to assessments, exams, residuals etc. on to the school computer system. Personal copies may be obtained from the office. Teachers may generate their own copies.

### **SUBJECT KNOWLEDGE AND UNDERSTANDING**

1. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. To keep up to date with research and developments in pedagogy and the subject area.

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## PROFESSIONAL STANDARDS AND DEVELOPMENT

1. To be a role model to students through personal presentation and professional conduct.
2. To arrive in class, on or before the start of the lesson, and to begin and end the lessons on time.
3. To cover for absent colleagues as is reasonable, fair and equitable and in accordance with the Work Force Re-modelling legislation.
4. To cooperate with the school in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety.
5. To be familiar with the School, Department Handbooks and Handbooks for new staff where relevant. Be familiar with school policies on Health and Safety, Citizenship, Literacy, Numeracy and ICT and Child Protection.
6. To establish effective working relationships with professional colleagues and associate staff.
7. To strive for personal and professional development through active involvement in the school Performance Management procedure.
8. As far as is possible, to become involved in extra-curricular activities such as contributing to lunch time or after school clubs and activities and school trips.
9. To maintain a working knowledge and understanding of the teachers' professional duties as set out in the current School Teachers' Pay and Conditions document and teachers' legal liabilities and responsibilities relating to current legislation, including the role of the education service in protecting children.
10. To liaise effectively and professionally with parents/carers.
11. To undertake any reasonable task as directed by the Head of Department or the Head Teacher.
12. To be aware of the role of the Governing Body of the College and to support it in performing its duties.
13. To be familiar with and implement with the support of the Head of Department, the relevant requirements of the current SEN Code of Practice.
14. To consider the needs of all pupils within lessons (and to implement specialist advice) especially for those who:
  - have SEN
  - are gifted and talented
  - are not yet fluent in English
15. To be aware of the pastoral needs of certain pupils making contact with Pastoral Leader if there are issues of concern.
16. To follow the professional code for child protection issues, making immediate contact with the Director of Pastoral Care if an issue is very serious and needs immediate action.
17. To maintain a tidy and safe environment within the classroom.
18. To attend school meetings as per the meeting cycle.
19. To carry out supervision duties as is fair and equitable according to the duty rota.

*This job description may be reviewed and is 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 College in relation of the post holder's professional responsibilities and duties.*

*The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.*

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## Safeguarding and Safer Recruitment

### **Application Process**

You are welcome to contact HR at [HR@ursuline.kent.sch.uk](mailto:HR@ursuline.kent.sch.uk) if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach.

Should you be shortlisted for interview, additional information may be requested at that time.

**Closing date for applications:** 9am Wednesday 14<sup>th</sup> May 2025

**Interviews to be held on:** week commencing 19<sup>th</sup> May 2025

**Start date:** September 2025

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

### **Safer Recruitment**

*Ursuline College are committed to safeguarding and promoting the welfare of children and require all staff to share this commitment. Offers of employment are subject to an enhanced disclosure and barring service check. We are an equal opportunities employer.*

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Headteacher: Miss D Lancefield

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