

**Job Role:** Teacher of English

**Contract type:** Permanent, Part-Time 0.6FTE (3 days per week)

**Closing Date:** Monday 22nd April 2024, at noon

**Interviews:** w/c Monday 29th April 2024

**Start Date:** 01 September 2024

Dear Prospective Applicant

It is with great pleasure that I introduce you to Greenbank High School, a high achieving, all girls academy.

Would you like to join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 school that focuses on each child as an individual whilst fostering a sense of belonging to a rich and diverse community? Greenbank High School is committed to supporting every child to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern British society.

As a school and a member of Southport Learning Trust we are determined to **inspire** our students through learning both inside and outside the classroom, **care** for individual pastoral needs and **achieve** the highest academic standards.

We are seeking to appoint a well-qualified, enthusiastic, highly motivated and committed teacher to join the English and Communication faculty which consists of English, drama, media studies, and film studies. The English department is highly-successful, well resourced and strives to make the subject interesting and relevant for all our pupils. The faculty currently consists of both full and part-time experienced specialist teaching staff. At present Year 7 and 8 are taught in mixed ability groups and start their GCSE courses in Year 9.

I am very proud of the school, its pupils, staff and governors. We are a dynamic learning community built on traditional values. Education at Greenbank provides much more than exam excellence. It aims to develop and nurture all students to take their place as caring and confident young women in the outside world. We have a strong safeguarding culture and will expect you to share this commitment.

**Headteacher** Ms Davina Aspinall BSc (Hons) NPQH  
**Greenbank High School** Hastings Road, Southport PR8 2LT  
**T** 01704 567591 **E** enquiries@greenbankhigh.co.uk **W** www.greenbankhigh.co.uk

Greenbank High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit [www.southportlearningtrust.org](http://www.southportlearningtrust.org)

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Registered Address — Morningson Road, Southport PR9 0TT

We look forward to receiving your application.

*D. Aspinall*

Davina Aspinall  
Headteacher



Further information can be found on our website [www.greenbankhigh.co.uk](http://www.greenbankhigh.co.uk) where you can learn more about the school and download an application form.

Completed application forms should be emailed to [recruitment@greenbankhigh.co.uk](mailto:recruitment@greenbankhigh.co.uk)

For any enquiries please contact [recruitment@greenbankhigh.co.uk](mailto:recruitment@greenbankhigh.co.uk) or telephone 01704 567591 and speak to Mrs Murphy.

***Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.***



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## Teacher of English – Job Description

### Principal Accountabilities:

- 1) Provide high quality teaching and learning experiences for pupils.
- 2) Fulfil the role of Personal Tutor to students.

### Main Activities and Responsibilities

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

### Teaching and Learning

- Teach English Language and Literature at Key Stage 3 and 4.
- Teach other subjects within the faculty, such as film studies.
- Consistently deliver good or outstanding, well-planned learning to achieve high outcomes.
- Monitor and identify underachieving students from performance data.
- Report to students and parents as required.
- Liaise with parents to ensure excellent attainment.
- Contribute to the school literacy and reading policies.
- Support Enrichment Day activities to enhance students learning experiences.
- Manage the behaviour of students in classrooms and around the school.
- Understand and fulfill all the requirements of School's policies.
- Work as part of a team in the delivery of high quality learning outside the classroom.
- To support the department's Pupil Premium strategy.
- To contribute to the department's after school revision and extra-curricular programme.
- To support transition in learning at primary and post-16 level.
- As a Form Tutor support the personal development of students.

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### **Additional Responsibilities**

- Always adhere to professional business standards of dress, courtesy, and efficiency in line with the ethos and specialism of the school.
- Attend subject and staff meetings.
- Attend and participate in open evenings, parents evening and other school events.
- Uphold the school's Behaviour for Learning Policy and Pupil Dress Code.
- Be responsible for ensuring subject knowledge is developed and participate in staff training and development.
- Work collaboratively with other schools as an employee of the Southport Learning Trust.

### **Support for the School**

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school ethos, aims and development/improvement plan.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities, including performance management as required.

**Note** This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

### **General**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

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All staff are to deal with all student data in the strictest confidence. Any member of staff in breach of this confidentiality will be subject to disciplinary procedures being invoked.

The post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post. In this respect, a criminal record check will be undertaken prior to confirmation of appointment.

This job description is subject to change with the agreement of the post holder.

## Teacher of English – Person Specification

	Essential	Desirable	Assessed
<b>Qualifications</b>			
Educated to degree level or equivalent in a relevant subject	*		AF
Qualified teacher status	*		AF
<b>Experience</b>			
A passion for English and a thirst to develop pupils and self as lifelong learners in the subject.	*		AF & I
Ability to teach Good or Outstanding lessons	*		AF & I
Demonstrable experience of improving student outcomes	*		AF & I
Ability to use ICT effectively.	*		AF & I
Ability to teach Language and Literature	*		AF & I
Ability to teach other subjects within the faculty, such as media studies or film studies.		*	AF & I
Experience of teaching groups of pupils and pupils of all abilities.	*		AF & I
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work.		*	AF & I
Experience as a form tutor and/or pastoral work	*		AF & I
Experience as GCSE Examiner		*	AF & I
<b>Skills</b>			

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Must be well organised	*		AF & I
Excellent communication and organisational skills	*		AF & I
Ability to work hard under pressure while maintaining a positive, professional attitude	*		AF & I
Ability to organise and prioritise workload and work on own initiative	*		AF & I
<b>Knowledge and Understanding</b>			
National Curriculum for English at Key Stages 3-4	*		AF & I
AQA specification for Language and Literature		*	
Developing differentiated schemes of work		*	AF & I
Keeping Children Safe in Education 2019	*		AF & I
<b>Equal Opportunities</b>			
Understanding of different social backgrounds of pupils		*	AF & I
Understanding the needs of pupils and the appropriate strategies to support them	*		AF & I

## Application & Interview Process

Application forms must be received by **Noon on Monday 22nd April 2024.**

**Interviews will take place week commencing Monday 29th April 2024.**

Applicants are welcome to visit the school before submitting their application. If you would like to do this please contact Diane Murphy, HR Officer, via [recruitment@greenbankhigh.co.uk](mailto:recruitment@greenbankhigh.co.uk) 01704 567591 ext 124.

**Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.**

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.

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