



ST MALACHY'S COLLEGE

TEACHER OF ENGLISH (Full-Time Temporary – Maternity Cover)

SCHOOL INFORMATION

St Malachy's College is an all-boys Catholic Grammar College founded in 1833. The current staff consists of a Principal, two Vice Principals, 58 full-time and 11 part-time teachers. The College also has a large Special Educational Needs Department and the total number of teaching and support staff is 156. Current enrolment is 1111 pupils.

The College is situated in North Belfast and successfully brings together boys from an extensive catchment area and from varied backgrounds. We offer a full, broad and balanced curriculum. We also offer a full and holistic education for its pupils, providing them with the opportunity to develop their gifts and be equipped with the necessary skills and Christian values to be successful in the world. In going forward, the College will continue to focus on the benefits of "positive engagement" and the further development of a "blended" approach to learning and teaching, maintaining a future proof outlook on the education provided for our boys.

The Catholic Christian Ethos of the College is reflected in our motto: - 'Gloria ab Intus'. This reminds us all of the importance of the 'Glory from within'. We recognise the individuality of all students, building for the future so that every boy can realise his full potential and find his true passion for learning. Each member of the College community is committed to the welfare of the students and to our unique ethos. The recent ETI report praised our outstanding pastoral care provision, describing it as a 'holistic approach to supporting the boys'.

ENGLISH DEPARTMENT

The English Department in St Malachy's College has six permanent full-time members of staff. At Key Stage 3 the classes are unstreamed and there are six classes in each year group. Years 8, 9 and 10 have six periods of English per fortnight. (*Periods are 50 minutes.*) Although there is a discrete Drama Department, all English teachers assume responsibility for Drama at Key Stage 3.

At Key Stage 4, pupils study both English Language and English Literature. All 6 classes have 9 periods per fortnight. In addition, pupils may select Drama at GCSE and have 6 periods allocated for the study of this.

At post 16 level, CCEA English Literature is offered as an A Level choice.

1 DUTIES

1.1 English Department

The successful applicant will be a member of the English Department, under the direction of the Head of English. He/she should be prepared to interact continuously and collaboratively with other members of the Department, seeing himself/herself as a part of a team with a common aim. He/she will also be expected to indicate a commitment to the pupils within the Department. To achieve this, the successful applicant must:

- undertake the teaching of pupils in year groups 8 - 14 as arranged through the Head of Department, Vice Principal (Curriculum) and agreed by the Principal;
- contribute to the development, review and updating of departmental resources, policies and practices;
- carry out consistently College and Departmental policies;
- keep abreast of developments in academic subjects (in particular) and curriculum (in general);
- engage fully with the Heads of English and Drama in the ongoing development of the following areas:
 - use ICT to enhance the learning and teaching both remotely and in the classroom;
 - be involved in cross departmental curriculum collaboration to enhance learning;
 - teaching and assessment of Thinking Skills, Personal Capabilities and Cross Curricular Skills.
- undertake the teaching of Learning for Life and Work and other subjects as appropriate to qualifications/experience;
- be willing to undertake any professional development or training required to discharge the responsibilities of this post;
- be willing to take an active part in extra-curricular English and Drama educational visits including those of a residential nature if required;
- seek opportunities and encourage pupils to participate fully in English and Drama related competitions, clubs and activities;
- be willing to help in the promotion and take a leading role in the organisation of Departmental Clubs and Societies, Support Classes and other events;
- have a working knowledge of Microsoft Office, G Suite and iPad technology;
- have an experience of remote teaching with knowledge of Google Classroom, or similar on line platforms.

As a subject teacher, he/she will be required to:

- take responsibility for the general welfare and academic and personal development of the pupils;
- be available to assist in the daily running of the College and for supervisory duties before, during and after school;
- work within the administrative structures in the College in co-operation with those in positions of responsibility in these areas;
- participate in appropriate meetings with colleagues, parents (including Open Nights) and outside bodies as relevant to duties;
- complete pupil reports;
- maintain appropriate pupil records – assessment, attendance, pastoral;
- ensure high academic standards in the classroom;
- ensure good order and conduct specifically within the classroom and generally throughout the College;
- operate Assessment for Learning under the guidance of the relevant Heads of Department;
- assume responsibility for the safety of pupils during class time by arriving punctually to class, checking that all pupils are present and ensuring they remain in class until the end of the period;
- be familiar with the procedures for emergency evacuation of the College;
- contribute as required to the Careers Education programme within the College, including the writing and reviewing of UCAS references;
- undertake any other duties which may reasonably be requested by the Principal or his deputy.

1.2 Other Areas Of Responsibility

(a) Pastoral Care

He/she will be involved in the Pastoral Care programme of the College, in accordance with the entire range of Pastoral policies, having responsibility for a Form Class under the direction of the Head of Year, Head of School and Vice Principal (Pastoral).

This role will require the applicant to:

- Develop a detailed knowledge of the needs, aspirations, interests and academic progress of each pupil in a tutor group;
- Respond to the individual problems of pupils and encourage, motivate, and mentor pupils as necessary;

- Maintain, under the direction of the Head of Year, contact with parents and guardians as required, keeping abreast of pastoral developments e.g. Safeguarding, Resilience & Positive Engagement;
- Identify and undertake any personal and professional development required to discharge pastoral responsibilities effectively;
- Contribute to the review and development of units of work and maintain under the direction of the Head of Year, appropriate pupil records;
- Assist with the organisation of pastoral activities for a particular year group including public and virtual events;

(b) General

He/she will be expected to undertake general supervisory duties expected of a member of the College's teaching staff and to undertake any other duty which may reasonably be expected of a teacher in the College. He/ she will also be required to contribute to the development and implementation of College policies and procedures.

(c) Extracurricular activities

He/She will be expected to be involved in the general extra-curricular activities of the College.

2 CONDITIONS OF SERVICE

All members of staff are expected to carry out a range of professional duties required by the Board of Governors under the direction of the Principal and to work as a team within the Teachers' (Terms and Conditions of Service) Regulations (NI) 1987.

PERSONNEL SPECIFICATION
TEACHER OF ENGLISH

A = Application Form I = Interview

	Essential	Desirable
Qualifications and Training	<ol style="list-style-type: none"> 1. A recognised qualified teacher of English at post primary level and registered with GTCNI as at September 2021 (A) 2. An Honours degree (minimum 2:2) in which English or a related subject is the main component (A) 	
Knowledge / Experience	<ol style="list-style-type: none"> 3. Experience of successfully teaching English Language and Literature within the last five years in a post primary school to at least GCSE level (A, I) 4. Competent in the use of IT to enhance the teaching, learning and assessment of English. (A,I) 5. Willingness and ability to contribute significantly to the extra-curricular life of the College and to support its ethos (A,I) 	<ol style="list-style-type: none"> 1. Experience of successfully teaching English Language and/or Literature to SEN pupils, including Gifted and Talented pupils (A,I) 2. Experience of successfully teaching GCSE Drama within the last five academic years in a post primary school (A,I)
Skills	<p>Communication</p> <ul style="list-style-type: none"> • High level written / oral communication / presentation skills (A,I) • Positive impact on others – energising/charismatic (A,I) <p>Organisational</p> <ul style="list-style-type: none"> • Methodical approach to organisation of tasks (A,I) • Ability to plan, prioritise and schedule effectively (A,I) • Ability to motivate pupils and involve them in accomplishment of tasks (A,I) <p>Interpersonal</p> <ul style="list-style-type: none"> • Ability to value contribution of pupils and colleagues (A,I) • Ability to perceive needs and concerns from differing viewpoints (A,I) 	

	<ul style="list-style-type: none"> • Ability to manage sensitive matters effectively (A,I) <p>Information and Communication Technology</p> <ul style="list-style-type: none"> • Ability to apply and creatively use ICT to teaching and learning in English and other relevant subjects (A,I) 	
Personal Qualities	<ul style="list-style-type: none"> • Loyalty and commitment to the ethos and aims of St Malachy's College (A,I) • Confident and competent demeanour and approach (A,I) • Flexible dispositions – able to achieve introduction of change – for the good of pupils/departments(A,I) • Sensitive to feelings and circumstances of others (A,I) • Loyal, co-operative and enthusiastic team member (A,I) 	

The criteria may be enhanced to facilitate shortlisting.

The Governors seek to appoint well qualified and enthusiastic teachers committed to supporting the ethos of the College and willing to contribute to its extra-curricular life.

On taking up the above post, the applicant must be a registered teacher with the GTCNI.

April 2021