



January 2021

Dear Applicant,

## **Teacher of English/English with Media Studies: Application Pack**

Thank you for your interest in the position of Teacher of English/Teacher of English with Media Studies at St. John Fisher Catholic Comprehensive School. Our application pack offers the following information, which we hope will assist you in deciding if you have the right qualities to work here and whether our school is the best place for you to further your development and career.

- External Advertisement
- Job Description (Teacher of English)
- About the Department
- Our History
- Mission Statement
- Our Results
- How to Apply

The following important documents are also available on our website:

- School Prospectus [https://stjohnfisher.school/wp-content/uploads/PDF/KS3\\_CURRICULUM/sjf\\_KS3\\_16-Propectus-2018-web.pdf](https://stjohnfisher.school/wp-content/uploads/PDF/KS3_CURRICULUM/sjf_KS3_16-Propectus-2018-web.pdf)
- Sixth Form Prospectus [https://stjohnfisher.school/wp-content/uploads/2019/11/SJF\\_SIXTHFORM\\_PROSPECTUS.pdf](https://stjohnfisher.school/wp-content/uploads/2019/11/SJF_SIXTHFORM_PROSPECTUS.pdf)
- Application Forms <https://stjohnfisher.school/home/about-us/vacancies/>

We look forward to receiving your completed application.

Yours faithfully,

Dympna Lennon  
(Headteacher)

**MRS D.LENNON**  
HEADTEACHER

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## External Advertisement: Required from September 2021

### TEACHER OF ENGLISH/TEACHER OF ENGLISH WITH MEDIA STUDIES

#### MPS / UPS

The Governing Board is seeking to appoint two enthusiastic and well-qualified teachers of English/English with Media Studies to join the Communications Faculty from September 2021. **One role is permanent; the other is a long fixed-term contract lasting until 31<sup>st</sup> December 2022.**

The successful candidate will be an enthusiastic and suitably qualified teacher of English/English with Media Studies who is keen to play a proactive, collaborative role in developing the faculty further in the school. NQTs are welcome to apply. This role is primarily for teaching English at Key Stages 3 and 4; however, the department does deliver A Level English Literature and A Level Media, and the successful candidate may have the opportunity to teach these from September.

The successful candidate will model at least good teaching practice and will be able to engage and inspire students of all abilities both in and out of lessons. They will also be keen to contribute to the school's extra-curricular life to enhance the opportunities available to our students. A bespoke CPD programme will be tailored to meeting their needs.

St. John Fisher Catholic Comprehensive School is a non-selective coeducational secondary school for students age 11-18. A split site school with free parking, we are moving to brand new buildings in 2023. Our mission statement is that **'St. John Fisher Catholic Comprehensive School educates students, spiritually and educationally forming them through Faith so that they can achieve their aspirations and contribute to their community'**. As a Catholic school, we are passionate about the formation of the whole student, making sure that we develop students into good people as well as ensure they get good results.

The school is in Medway, a 30-minute distance from London by road or high-speed rail link. Medway benefits from a multimillion-pound regeneration programme bringing new housing developments and facilities for its inhabitants; it also has the lowest council tax rates in Kent. St. John Fisher also offers subsidised accommodation for employees and this will be offered to the successful candidate, should they be interested. No agencies please.

**Closing date for applications: 9am on Friday 12<sup>th</sup> February.**

*Shortlisted candidates only will be contacted for interview. St. John Fisher Catholic Comprehensive School is an Equal Opportunities Employer, committed to safeguarding and promoting the welfare of all students. Any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.*

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## Job Description (Teacher of English)

<b>Post Title:</b>	<b>Teacher of English/Teacher of English with Media Studies</b>
<b>Role:</b>	To teach English at KS3-5 (potentially with Media Studies at Key Stage 5), to act as a form tutor and to support the Communications faculty as appropriate.
<b>Responsible to:</b>	Head of Faculty and assigned member of the Senior Leadership Team
<b>Responsible for:</b>	Progress of the students within your designated classes / subject(s) and form group
<b>Grade:</b>	MPS / UPS

In addition to the duties summarised in your job description please refer to:

- The current year's statutory Guidance on School Teacher's Pay and Conditions (issued by the DfE) which details:
  - Conditions of Employment of Teachers other than Head Teachers
  - Conditions of Employment of Deputy Head Teachers and Assistant Head Teachers
  - Conditions of Employment of Head Teacher's (the duties of which you will be expected to carry out in the event of the absence of the Head Teacher from the School).
- The current year's Professional Standards for Teachers.
- The Conditions of Service for School Teachers (the Burgundy Book).

The School will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.

The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which may be reasonably requested commensurate with the post held and duties undertaken. This job description may, after satisfactory negotiation has taken place, be modified by the Head Teacher to reflect or anticipate changes which occur over time at a local or national level.

As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.

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# St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

**"Deo Reddite Dei"**

"Give back to God what belongs to God"

<b>Teaching and Learning:</b>	<ul style="list-style-type: none"> <li>To undertake an appropriate timetable of teaching in line with current School Teachers' Pay and Conditions Document practices</li> <li>To follow the school's teaching, learning and assessment policies</li> <li>To plan and deliver lessons within an appropriately broad, balanced, relevant and differentiated curriculum for students which enable all to be challenged and make progress</li> <li>To consistently and effectively use a range of appropriate strategies for teaching and classroom management</li> <li>To contribute to raising standards of academic attainment</li> <li>To demonstrate a thorough and up-to-date knowledge of the teaching of your subject area and take account of wider curriculum developments which are relevant to your work</li> <li>To consistently and effectively use information about prior attainment to set well-grounded expectations for learners</li> <li>To set homework which challenges learners at all levels</li> <li>To self-evaluate your teaching and show willingness to work with others in order to improve your practice</li> </ul>
<b>Data, monitoring and supervision:</b>	<ul style="list-style-type: none"> <li>To maintain appropriate records and provide relevant and up-to-date information for the school's management information system (e.g. SIMS data input, completion of registers)</li> <li>To complete relevant documentation to assist in the tracking of students</li> <li>To consistently and effectively monitor progress to give clear and constructive feedback to students, in line with the school's marking policy; also, to follow up and support as appropriate in order to raise attainment</li> <li>To participate in department quality assurance processes such as book looks and shared moderation</li> <li>To participate in the school Performance Management process as appropriate</li> </ul>
<b>Pastoral:</b>	<ul style="list-style-type: none"> <li>To act as a form tutor, promoting the general progress and well-being of your tutees</li> <li>To liaise with the Head of Year to ensure a consistently high tutor experience across the year group</li> <li>To help to monitor student attendance, progress and performance in relation to individual targets</li> <li>To write reports to parents in accordance with school policy</li> <li>To register students, accompany them / participate as appropriate in assemblies and religious services, and encourage their full participation in all aspects of the Catholic life of the school</li> <li>To participate in a daily duty team as required</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>To communicate effectively with the parents and carers of students as appropriate, including attending Parents' Evenings and Open / Information Evenings</li> <li>To write reports to parents in accordance with school policy</li> <li>To attend staff meetings as appropriate, including Department and Year Team meetings</li> </ul>
<b>Catholic Ethos:</b>	<ul style="list-style-type: none"> <li>To support the Catholic Ethos of the school and create opportunities for its development within the department</li> </ul>

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## General Requirements:

- To take responsibility for your professional development, using this to improve your teaching practice
- To uphold the school's principles, aspirations and policies
- To play a full part in the life of the school community
- To promote the school positively within the local community and beyond
- To promote current Health and Safety provisions and policies
- To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder's individual or shared use in the performance of his/her duties, including computer equipment
- To support the management and administration of the examination process within the School in any way necessary
- To undertake any other tasks that may reasonably be regarded as being within the nature of the duties and responsibilities of this post, provided that, after satisfactory negotiation has taken place, any significant and permanent changes are incorporated into a revised job description

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Archdiocese  
of Southwark





## About the Department

English and Media Studies exist within the Communications faculty, a large group of subjects including English, Media, French and Latin. English is currently taught across Key Stages 3-5, with English Literature being taught at A Level. The faculty also offers A Level Media Studies. English Language and Literature are core subjects at GCSE, and we typically have one A Level class each of English Literature and Media in both Years 12 and 13, although we would like to increase our class sizes here.

English is integral to our curriculum offer and to our Catholic values. As well as the skills of information retrieval, memory, analysis and clarity of communication which it teaches, it is valuable because reading is students' gateway to accessing the entire curriculum and the world: through it they are exposed to other cultures, ideas and ways of thinking.

As such, all Year 7 and 8 students have three lessons a week for English. At Key Stage 4 (Years 9-11), students have four lessons per week. Sixth form classes have five lessons per week, which are usually shared between two teachers.

## Results

### Key Stage 4

	<b>2019 English Language</b>	<b>2019 English Literature</b>
Progress 8	-0.38	-0.41
Attainment 8	3.95	4.03
4+	59%	63%
5+	36%	44%

### Key Stage 5

	<b>2019 Media</b>	<b>2019 English Language and Literature</b>
ALPS	4	8
A*-B	43%	14%
A*-C	71%	29%
A*-E	100%	86%

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# St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

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*"Give back to God what belongs to God"*

## Our History

St. John Fisher Catholic Comprehensive School has a proud history of educating our local Medway community. Established in 1964, we are the only Catholic secondary school in the local authority and the only secondary school operating across two sites. One of seven secondary modern schools in the area, we are a diverse community, proud to educate Catholic students as well as those of other faiths and none.

Our students often refer to us as their second family, and it is a great place to work as a teacher. Our community of staff is incredibly supportive of each other, and our personalised CPD programme means that everyone's career development is supported in a way that is specific to them. We are passionate about work-life balance, finishing lessons early on a Wednesday afternoon so that CPD and meetings can largely take place during normal school hours, and we provide counselling services free of charge to those who need them. In addition, our feedback policy asks that staff read student books and then get the class to respond collectively in the next lesson in purple pen, rather than requiring that every set of books be deep marked on a frequent basis.

The school has been on a trajectory of improvement since the appointment of the Headteacher, Dymrna Lennon, in September 2016. This was recognised in our 'Good' Ofsted in May 2019, with inspectors commenting that 'standards across the school have improved since the last inspection' and 'Teaching, learning and assessment are strong across subjects.' Our August 2019 GCSE results were our best-ever and our A Level results were the second highest comprehensive school results in the local authority. SJF's sixth form offers a wide range of academic and vocational qualifications, further extended by our collaborations with local grammar schools. It has a comprehensive intake, ranging from students who are re-taking Level 2 qualifications all the way to those who are enrolled in our Oxbridge programme, helping students to reach the top universities.

SJF is the recipient of a multimillion-pound grant from the Department for Education's Priority Schools Building Programme which will be used to build new school facilities for our students so that they have the resources they deserve. We will move into our new school in 2023.

SJF undoubtedly has a proud history, but we are even more excited about the future. We hope that you'll want to be part of it.

## Our Mission Statement

St. John Fisher Catholic Comprehensive School educates students, spiritually and educationally forming them through Faith so that they can achieve their aspirations and contribute to their community.

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## Our Results

### Key Stage 4

	2016	2017	2018	2019
Progress 8	-0.44	-0.09	-0.2	+0.13
Attainment 8	37.76	37.87	37.69	41.4
English and Maths 4+	35%	42%	48%	56%
English and Maths 5+	N/A	22%	21%	30%

### Key Stage 5

	All Exams	Applied Results	A Level Results
Average as a grade		Distinction*-	D+
A*-A <i>Distinction* - Distinction</i>	55.76%	90.8%	1.89%
A*-C <i>Distinction* - Merit</i>	76.21%	95.09%	47.17%
A*-E <i>Distinction*-Pass</i>	94.80%	100%	86.79%

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## How to Apply

To apply, please complete our application form, downloadable from our website <https://stjohnfisher.school/home/about-us/vacancies/>. As part of this application, please include a supporting statement of no more than 1300 words, outlining your suitability for the role and stating how your qualifications and previous experience have prepared you for this position.

Your completed application form should be returned to:

Ms. C. Dixon, Headteacher's PA  
St. John Fisher Catholic Comprehensive School  
Ordnance Street  
Chatham  
ME4 6SG

Or by email to [c.dixon@stjohnfisher.school](mailto:c.dixon@stjohnfisher.school)

Applications must be returned no later than **9am on Friday 12<sup>th</sup> February**.

**Despite school being closed, we are still recruiting. We will arrange videoconference interviews for strong candidates as soon as we receive applications.**

*Early applications are encouraged. We reserve the right to close the vacancy early if a suitable candidate is found. Interviews will take place shortly after the closing date. If you have any questions, please contact Victoria Walker, Deputy Headteacher, at [v.walker@stjohnfisher.school](mailto:v.walker@stjohnfisher.school)*

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