



# **FRIERN BARNET SCHOOL**

Hemington Avenue, London, N11 3LS

**Headteacher: Mr S Horne**

**English teacher (maternity cover) full time**

**Salary: MPR / UPR**  
**Start: Immediately**  
**Closing date: 9.00 am on Monday 10 March 2025**  
**Interview date: TBC**

**We reserve the right to close this vacancy before the published closing date. If you are interested, we recommend applying immediately.**

We are looking for a dedicated, motivated professional who is looking forward to working in a wonderfully diverse, multicultural school. Working with the English Faculty, the successful candidate will have a passion for teaching and excellent classroom skills. If successful, you will be required to teach students from Key Stage 3 and 4, across the ability range, until the end of this academic year.

Friern Barnet is an innovative community school which emphasises the importance of the creative arts, recently judged 'Good' by Ofsted. We are hugely ambitious academically for our students but we also want them to live lives which are personally and socially fulfilling. In addition, we want them to develop a love for art, music, dance, theatre and culture, which will enrich the whole of their lives.

The school has a comprehensive induction programme and excellent professional development opportunities. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to enhanced clearance through the Disclosure and Barring Service.

Application forms and further information are available to download at [www.friern.barnet.sch.uk](http://www.friern.barnet.sch.uk).



Enjoy and Excel

**English Teacher (maternity cover)**

Thank you for your interest in this position, which will be a key appointment in the further development of Friern Barnet School.

Enclosed are the following for your information:

- Department overview
- Current job description
- Current person specification

On our website you will find an application form and the school prospectus. All of this material will give you a clear impression of Friern Barnet School and its strong learning culture.

As the Head Teacher, I feel very privileged to be leading this fabulous school – a school community that is continuing its exciting journey of working together successfully to ensure that all students, whatever their ability, make excellent progress and enjoy and excel in everything they do.

The Governors and I look forward to receiving your application. Please note the closing date is at 9.00 am on Monday 10 March 2025.

Yours sincerely

Simon Horne  
Head Teacher



## THE ENGLISH DEPARTMENT AT FRIERN BARNET SCHOOL

### Organisation

The English teaching team currently comprises 10 members of staff with different, dynamic teaching styles. All staff give their time freely to students and we use interactive, engaging and rigorous teaching to support the disciplined development of reading, writing, and speaking and listening. In addition to the Head of Faculty, there are two second in departments who have principal responsibility for KS3. Two teachers in the Faculty teach Media Studies and Film Studies GCSE courses, and members of the Faculty also have whole-school roles; one has a Pastoral role and three are members of the Senior Leadership Team. We are committed to teacher training and have successfully inducted several NQTs and ECTs into the Faculty as well as mentoring School Direct trainees. Our links with both Learning Support and EAL are also strong.

We are a positive, hard-working and collegiate team, and we are proud of our Key Stage 3 and Key Stage 4 curricula, which reflect ongoing national changes. We teach AQA GCSE English Language and English Literature. We have rigorous tracking systems in place that allow us to identify and intervene with underachieving pupils at an early stage.

### Accommodation

The department is situated on the first floor of the school, with one classroom on the ground floor; there are seven dedicated teaching rooms with interactive whiteboards, a Faculty office with computers and a Learning Resource Area which is used extensively by the English Faculty. Most members of the department are based in their own teaching room. Movement between rooms is kept to a minimum to support teaching and learning.

### The Curriculum

At present, Year 7-9 are taught in mixed ability groups; Years 10-11 are taught in streamed sets. Students have four English lessons a week. In Years 7 and 8 this includes a reading lesson with their English teacher in the library. Year 9 also receive one hour per week dedicated to reading for pleasure. This is a class reader that is read together in their English classroom. At Key Stage 3 our schemes of learning develop reading, writing, and speaking and listening skills through a rich and diverse selection of texts and activities that encompass both canonical and contemporary texts. These give a firm grounding for study at GCSE.

At Key Stage 4, English Language and Literature GCSEs are taught in an integrated way that exploits the overlaps in skills.

### Trips and Visits

Students regularly have the opportunity to go on subject-focused trips. We arrange annual trips to watch Shakespeare plays in London, as well as participating in Shakespearean and other drama-focused events in school. GCSE students participate in 'Poetry Live', and a range of other visits are organised to encourage engagement with reading, such as trips to the British Library. We also have a number of partnership links with

local primary and secondary schools which allow our students to experience and participate in a range of activities to support transition.

We have been pioneers in creating conferences to engage outside speakers in our Faculty to complement provision for our students, especially those identified as more able pupils. We regularly bring experts from the local area into our classrooms (such as teams from local museums). We have been active in Jewish Book Week and the Asian Literature Festival and also work closely with The National Theatre, The Globe, other playwrights and authors to provide further literature opportunities for our students.

2025



## Friern Barnet School Job Description

<b>Post Title:</b>	Teacher
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li> <li>• To monitor and support the overall progress and development of students as a teacher and Form Tutor.</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of achievement and maximising student attainment.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> <li>• To be committed to the safeguarding of children.</li> </ul>
<b>Reporting to:</b>	Head of Faculty
<b>Liaising with:</b>	Head Teacher/Senior Leadership Team, teaching and support staff, LA representatives, external agencies and parents.
<b>Working Time:</b>	195 days per year. Full-time
<b>Salary/Grade:</b>	<b>Barnet Band: MPR</b>
<b>Disclosure &amp; Barring Service (DBS)</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students</li> <li>• To assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies in the Faculty</li> <li>• To contribute to the faculty's Improvement Plan and its implementation</li> <li>• To contribute to the whole school's planning activities</li> <li>• To contribute to the faculty process of self review and evaluation and Improvement Plan activities</li> </ul>

<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>To assist the Head of Faculty, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students and examining and awarding bodies.</li> </ul>
<b>Staffing</b> <b>Staff Development:</b> <b>Recruitment/ Deployment of Staff</b>	<p>To take part in the school's staff development programme by participating in arrangements for further training and professional development.</p> <p>To continue personal development in the relevant areas including subject knowledge and teaching methods.</p> <p>To engage actively in the Performance Appraisal Review process.</p> <p>To ensure the effective/efficient deployment of classroom support.</p> <p>To work as a member of a designated team and to contribute positively to effective working relations within the school.</p>
<b>Quality Assurance:</b>	<p>To adhere to and to help to implement school quality procedures.</p> <p>To contribute to the process of monitoring and evaluation of the faculty in line with school procedures, including evaluation against quality standards and performance criteria. To implement modifications and improvement where required.</p> <p>To review from time to time methods of teaching and programmes of work.</p> <p>To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</p>
<b>Management Information:</b>	<p>To maintain appropriate records and to provide relevant accurate and up-to-date information for the school's management information system.</p> <p>To complete the relevant documentation to assist in the tracking of students.</p> <p>To track the progress of your assigned students and use this information to inform your teaching and learning.</p>
<b>Communications:</b>	<p>To communicate effectively with the parents of students as appropriate.</p> <p>Where appropriate, to communicate and co-operate with persons or bodies outside the school.</p> <p>To follow agreed policies for communications in the school.</p> <p>Attend meetings according to the school's Directed Time Policy.</p>
<b>Marketing and Liaison:</b>	<p>To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.</p> <p>To contribute to the development of effective subject links with external agencies.</p>

<b>Management of Resources:</b>	<p>To contribute to the process of the ordering and allocation of equipment and materials.</p> <p>To assist the Head of Faculty to identify resource needs and to contribute to the efficient and effective use of resources.</p> <p>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, faculty and the students.</p> <p>To co-ordinate and manage the work of other staff, such as support staff, participating in the teacher designated lessons.</p>
<b>Pastoral System:</b>	<p>To be a Form Tutor to an assigned group of students.</p> <p>To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</p> <p>To liaise with a Key Stage Manager to ensure the well-being and educational development of your assigned students.</p> <p>To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life</p> <p>To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</p> <p>To contribute to the preparation of Action Plans, progress files, individual education plans, and other reports.</p> <p>To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</p> <p>To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</p> <p>To contribute to PSHE and Citizenship and Enterprise according to school procedures.</p> <p>To apply the behaviour management procedures so that effective learning can take place.</p>
<b>Teaching:</b>	<p>To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</p> <p>To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</p> <p>To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</p> <p>To ensure that ICT, Literacy, Numeracy, cross-curricular aspects and school subject specialism(s) are reflected in the teaching/learning experience of students</p> <p>To undertake a designated programme of teaching.</p> <p>To ensure a high quality learning experience for students which meets internal and external quality standards.</p> <p>To prepare and update subject materials.</p> <p>To maintain good order, discipline and respect for others; to promote understanding of the school's rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework. To safeguard health and safety and to develop relationships with and between students conducive to optimum learning.</p> <p>To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</p> <p>To mark, grade and give written and verbal and diagnostic feedback to students of individual work and group work they have undertaken.</p>

<p><b>Other Specific Duties:</b></p> <ul style="list-style-type: none"><li>• To play a full part in the life of the school community</li><li>• To promote actively the school's policies</li><li>• To actively engage in the school's self-review and evaluation processes</li><li>• To actively engage in the school's performance management processes</li><li>• To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate</li><li>• To attend meetings as determined in the meetings policy and as directed by the Head teacher</li><li>• To undertake any other duty as specified by the School Teachers' Pay and Conditions Document, not mentioned in the above</li><li>• To comply with the school's procedures concerning safeguarding and to ensure that training is accessed</li></ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p><i>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.</i></p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	



**PERSON SPECIFICATION**

	Essential or Desirable	How measured? Application/ Interview / Reference
<b>Qualifications</b>		
Qualified Teacher Status	<b>D</b>	<b>A</b>
A willingness to undertake further, relevant training and to pass those skills on to other members of staff, as appropriate	<b>E</b>	<b>I</b>
<b>Skills and Experience</b>		
Sound knowledge of the developments in the current curriculum for the subject	<b>E</b>	<b>A / I</b>
Enthusiasm and passion for teaching	<b>E</b>	<b>A / I / R</b>
Committed to the safeguarding of students	<b>E</b>	<b>A / I / R</b>
First-class IT skills	<b>E</b>	<b>I</b>
Excellence as a KS3/KS4 classroom practitioner	<b>E</b>	<b>I / R</b>
Imagination to integrate the use of Performing Arts as a teaching strategy	<b>D</b>	<b>A/I</b>
Experience in writing Schemes of Learning	<b>E</b>	<b>A/I</b>
A commitment to the extra-curricular life of the school	<b>E</b>	<b>A / I / R</b>
A commitment to obtaining the highest standards of pupil achievement and a belief that enjoyable learning is the most effective learning	<b>E</b>	<b>I / R</b>
<b>Personal attributes</b>		
Excellent communication skills	<b>E</b>	<b>A / I</b>
A willingness to work with others in team	<b>E</b>	<b>I / R</b>
An ability to set high standards and to provide a positive role model for students	<b>E</b>	<b>A / I / R</b>
A desire to pursue own professional development and to support that of colleagues	<b>E</b>	<b>A / I / R</b>