HAMPSTEAD SCHOOL
Learning together Achieving together

TEACHER OF ENGLISH
APPLICATION PACK



- Job Profile & Person Specification – Teacher of English
- Application Form – *please download from the School's website* www.hampsteadschool.org.uk/page/?title=Vacancies&pid=84

HAMPSTEAD SCHOOL
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Teacher of English

Inner London pay range
Required for September 2018

A fantastic opportunity for a dynamic colleague to take up this position at our vibrant and successful school.

We need you to be:

• Committed to inspiring and motivating our students through the highest expectations
• A team player with excellent subject knowledge and ability to teach to A Level
• A strong communicator wanting the best for each student
• A cracking teacher, enthusiastic and optimistic in your approach

What we offer:

- English is extremely successful at Hampstead School, holding the PTI kitemark with students achieving strongly over consecutive years.
- In return as a people-centred organisation we offer an outstanding employee support package alongside proven support with professional development.
- As a long standing Investor in People, Hampstead School has an amazing record of development leading to rapid career progression at all levels.

"Staff really like working at the school. They feel valued and very well supported. Leaders have ensured that they have very good opportunities for training and development. Many staff have moved on to promoted posts internally and elsewhere. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils". (Ofsted).

"*Fizzes with activity*" (Good Schools Guide)

"*An exceptional climate for learning*" (Challenge Partners)

Details and application form can be downloaded from our website.

Closing Date : Friday 20 April 2018 (0900).
Interview Date: Tuesday 24 April 2018

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

11 – 19 Mixed Comprehensive N.O.R: 1280 (240 in Sixth Form)
Westbere Road, London, NW2 3RT - Head: Jacques Szemalikowski
Tel: 020 7794 8133 Fax: 020 7435 8260
Email: vacancies@hampsteadschool.org.uk
Website: www.hampsteadschool.org.uk

Camden Learning

Hampstead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Post Title:	**TEACHER ENGLISH**
Purpose:	• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students in accordance with the Conditions of Employment of School Teachers, the requirements of the National Curriculum, the School's aims and policies of the Governing Body • To monitor and support the overall progress and development of students • To facilitate and encourage a learning experience which provides students with the opportunity to fully achieve their individual potential • To contribute to raising standards of student attainment and to provide and monitor opportunities for personal and academic growth • To support colleagues in maintaining a high level of professionalism and contribute to a shared sense of purpose and positive emotional climate
Reporting to:	Head of Subject / Faculty
Responsible for:	The provision of a full learning experience and support for students

CORE DUTIES:

Operational & Strategic Planning	• To assist in the development of appropriate specifications, resources, schemes of learning, assessment and marking policies and teaching strategies in the department • To contribute to the departmental Improvement plan and its implementation • To plan and prepare courses and lessons • To have organisational awareness and so contribute to the school's planning
Curriculum Service Delivery:	• To assist the Head of Subject/Faculty to ensure the provision of a range of activities that complement the school's strategic objectives • To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Vision and Strategic Objectives
Human Resources	• To take part in the school's staff development programme by participating in training and professional development • To take initiative and ownership for personal and professional development including subject knowledge and pedagogy • To actively and self-confidently engage in the Performance Management process • To ensure the effective/efficient deployment of classroom support • To work as a member of designated teams and to contribute positively to effective working relations within the school
Quality Assurance:	• To help to implement and adhere to school Quality Assurance procedures • To contribute to the monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To implement modification and improvement as required • To transparently review methods of teaching and learning • To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Management Information:	• To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc • To complete the relevant documentation to facilitate progress tracking • To track student progress and use information to inform teaching
Communications & Service Orientation:	• To communicate effectively with the parents of students as appropriate • Where appropriate, to communicate and co-operate with persons or bodies outside the school and in so doing promote the school's ethos • To follow agreed policies for communications in the school
Marketing and Liaison:	• To take part in marketing and liaison activities • To contribute in developing effective subject links with external agencies • To actively promote the school and its corporate well-being at all times
Management of Resources:	• To contribute to the process of resource acquisition and deployment • To assist in identifying resource needs and to contribute to the efficient/effective use of physical resources • To co-operate with colleagues to ensure a fair, effective use of resources
Pastoral Care & Welfare System:	• As a Form Tutor to promote the general progress and well-being of individual students and of the Tutor Group as a whole • To deliver Personal, Social, Health & Citizenship Education in line with schemes of learning as required • To liaise with your Pastoral Leader in the implementation of the school's Pastoral System and the 5 outcomes of Every Child Matters • To register students, accompany them to assemblies, encourage their full attendance at all lessons and through learning conversations, their full participation in school life • To communicate as appropriate, with parents and external agencies concerned with the welfare of individual students, after consultation with the appropriate staff
Assessment, Recording, Reporting:	• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required • To contribute to Targets, Action Plans, and other reports • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
Teaching for Learning and Achievement Orientation:	• To teach, students according to their learning needs, including the setting and marking of work • To ensure that ICT, Literacy, Numeracy are part of students' experience • To ensure a high quality learning experience for students which meets internal and external quality standards, including the preparation and update of subject materials • To use a variety of delivery methods which will stimulate learning appropriate to student needs, learning styles and demands of the subject • To maintain discipline in line with Behaviour for Learning and to demand high expectations in punctuality, behaviour and standards of work • To undertake assessment of students as requested by external examination bodies, faculty and school procedures

Other Specific Duties:

- To play a positive, full part in the life of the school community, to support its distinctive vision and ethos and to encourage staff and students to follow this example
- To hold a general duty for safeguarding and promoting the welfare of students
- To promote actively the school's corporate policies
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by STPCB not mentioned in the above

Employees will be expected to demonstrate adaptability with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers so modelling the school ethos.

This job profile is current at the date shown, but following consultation with you, may be changed by to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Teacher of English
Person Specification

	Essential	Desirable
Qualifications	• Relevant degree/ PGCE or equivalent • On appointment, enhanced DBS check associated with ability to promote safeguarding of children	• Qualified Teacher Status
Experience	• Successful teaching experience at: (i) a school or (ii) on teaching practice	• Conversant knowledge of issues pertinent to English education
Ability/ Skills	• Imaginative and able teacher with the ability to engage and relate to students of all ability • Evident skills of communication both verbal and non-verbal • Knowledge of how students learn and the range of teaching and learning styles that may facilitate effective curriculum delivery	• Willingness to acquire new skills as appropriate • Imaginative ideas on classroom differentiation • Strong interpersonal skills
Equal Opportunities	• Awareness of equal opportunities issues and how these could be explicitly addressed within subject area.	• Awareness of strategies relating to inclusion
Disposition	• A sense of perspective and manifest enthusiasm • Ability to work hard and prioritise within competing deadlines • A commitment to comprehensive education, teamwork and collaboration. • A willingness to further explore and develop pedagogy.	• A view of personal goals over the next two years • Resourcefulness, flexibility and adaptability