



# WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Mrs Clare Wagner BA (Bristol) MSc (Oxon) NPQH

## INFORMATION PACK FOR APPLICANTS

### Teacher English (full-time) Maternity Cover

### Required for September or October 2017

**Closing Date: noon 14<sup>th</sup> July 2017**

**Interview Date: 20<sup>TH</sup> July 2017**

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Thank you for requesting details of the above post. We are pleased to enclose the following information:

Application form\*  
Department & Person Specification  
Job Description (generic)

\*Available on website if you have requested an electronic information pack. This form includes an Equal Opportunities Monitoring Sheet which will be separated from your application form on receipt.

You are welcome to send a copy of your cv however it must be accompanied by a fully completed and signed application form. A cv alone will not be considered. The form can be completed and returned electronically however if this is the case it will need to be signed in person where the applicant is called for interview.

Completed application forms will not be acknowledged.

Applicants who are not called for interview will not be informed that they have been unsuccessful. If you have not heard within 2 working days of the closing date you may presume that you have not been shortlisted.

Applicants invited for interview will be required to bring with them original copies of teaching or other relevant qualifications for verification, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

If you are selected for interview, you will also be invited to make a visit to the school to view the facilities and ask general questions. This will normally take place on the same day as the interview, however if you have queries regarding details of the role prior to your application you may contact the Acting Head of Department, Mr Christopher Bevan, on [c.bevan@watfordgirls.herts.sch.uk](mailto:c.bevan@watfordgirls.herts.sch.uk)

Contact details for Return of Completed Application forms and other enquiries:

Sue Granville  
PA to Headmistress/HR Manager  
[Pa2head@watfordgirls.herts.sch.uk](mailto:Pa2head@watfordgirls.herts.sch.uk)  
01923 223403 extension 202



01923 223403

[admin@watfordgirls.herts.sch.uk](mailto:admin@watfordgirls.herts.sch.uk)

[watfordgrammarschoolforgirls.org.uk](http://watfordgrammarschoolforgirls.org.uk)

Registered in England & Wales Company No: 07348254 Registered name and address as detailed

Watford Grammar School for Girls  
Lady's Close,  
Watford, Hertfordshire  
WD18 0AE

# WATFORD GRAMMAR SCHOOL FOR GIRLS



## ENGLISH DEPARTMENT

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The English Department at Watford Grammar School for Girls is a high achieving and academic department, with ten subject specialists. It is a department fully committed to the highest academic standards, and which engages students with the study of English, promoting at all times intellectual independence and autonomy. The department endeavours to stretch and challenge students beyond the demands of the curriculum and department members organise a range of extra-curricular activities to support this and promote a love of the subject and learning. The department is housed in Lady's Close House, a beautiful Victorian building, formerly the Headmistress' residence and a First World War military hospital, with original fireplaces and its own walled garden.

Examination results are excellent. GCSE in 2016 produced 90% A\*-C in English Language and English Literature, and many students make the transition to 'A' Level, with a pass rate of 100%. Every year a significant number of students apply to study English at university and there is a departmental programme which prepares them for the application and interview process. The department provides opportunities for students to broaden their cultural horizons through theatre trips, poetry readings, public speaking, drama performances, the appointment of three poets laureate and the BBC School Report. Sixth Form English prefects help with the development and maintenance of displays in Lady's Close and run a number of clubs for Year 7 pupils.

The English Department is a strong and supportive team. It has been the philosophy of the department to teach mixed ability classes in Years 7 and 8 and loosely banded groups at KS4. Drama is taught as part of the English curriculum in Years 7 and 8. Common schemes of work at all key stages provide a framework which supports the less experienced teacher, but allows colleagues to pursue personal interests in a creative and innovative manner. An atmosphere of collaborative engagement pervades the whole department and there is an extensive bank of shared resources available in the departmental shared area. In addition to the wide selection of resources within Lady's Close – classic and modern readers, textbooks, an ICT room and reference books – the school library provides a rich selection of texts. Members of the department are fully committed to the refinement and development of their practice, attending courses and undertaking personal research, the discussion of which is an important element of all departmental meetings, which are heavily focused upon the development of teaching and learning and the sharing of best practice.

We offer opportunity and development to all, teachers and students alike. For someone with an abiding love for their subject and who aspires to work with a talented and ambitious student body, this is a department in which they will thrive.

## WATFORD GRAMMAR SCHOOL FOR GIRLS



### PERSON INFORMATION English

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- Excellent classroom teacher with a good honours degree.
- Ability to teach English/English Literature to KS3 and GCSE.
- Awareness of current trends and changes to examination specifications.
- Willingness to take a full part in the department's extended-curricular activities.
- Ability to work as part of a team.
- Good organisational / administrative skills.
- In sympathy with the aims of the school.
- IT skills and experience of using ICT in teaching.
- Enthusiasm, energy, initiative and a sense of humour!

We can offer you a wide ranging experience and the opportunity to make a significant contribution to the future of the department.

## **GENERIC CLASSROOM TEACHER JOB DESCRIPTION NOT SPECIFIC TO INDIVIDUAL**

**JOB TITLE:** CLASSROOM TEACHER  
**REPORTS TO:** DEPUTY HEADTEACHER OR LEARNING SUPPORT LEADER  
**SALARY RANGE:** TEACHERS' PAY SCALE (MAIN OR UPPER)

### **1. Purpose of the job**

To deliver high quality teaching and learning to pupils who are assigned to the postholder.

### **2. Main duties**

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties listed below are not, therefore, an exhaustive list of what is required.

- Be responsible for the quality of teaching and learning of all pupils who are assigned to the postholder.
- Supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the postholder's pupils.
- Provide leadership across the school in a designated subject or curriculum area, this to include:
  - i) monitoring quality and standards
  - ii) contributing to school planning and self-evaluation
  - iii) providing professional support to other teachers and support staff
  - iv) advising the headteacher on appropriate resources and materials
  - v) leading appropriate professional development.

### **3. Job context**

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

For newly qualified teachers, subject leadership will be taken by his/her line manager during the first year of employment at the school.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UP3 will:

- provide a role model for professional practice in the school
- make a distinctive contribution compared with other teachers
- contribute effectively to the wider team.

### **4. Review of duties**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.