

12 January 2018

Dear Candidate

Thank you for your interest in applying for the position of Teacher of English at Acland Burghley School.

I enclose a pack containing:

1. Job advert
2. Job Description and Selection Criteria
3. Where to find us
4. Why be an NQT at ABS

The application form is available at [www.aclandburghley.camden.sch.uk](http://www.aclandburghley.camden.sch.uk) in the vacancies section. Please return your completed form to [recruitment@aclandburghley.camden.sch.uk](mailto:recruitment@aclandburghley.camden.sch.uk) or post to the school address.

I look forward to receiving your completed application form and a statement of no more than 2 sides of A4 by 9am on Thursday 1 February 2018. Please ensure that your statement demonstrates how you meet the requirements in the person specification. We do not accept CVs.

Interviews will be held on week commencing Monday 5 February 2018

We will acknowledge your application and hope to meet you. However, if you do not hear from us before the interview date you should assume that your application has been unsuccessful.

The school is committed to the protection and safety of children and young people. We expect all staff to share this commitment. Any position offered at the end of the interview process will be subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, Pre-employment medical screening and satisfactory references. If you work in a school, one of your referees must be your current or most recent Head Teacher.

Thank you for your interest in Acland Burghley. I look forward to hearing from you.

Yours sincerely

Michelle Lineham  
HR Officer

Headteacher Nicholas John

Associate Headteacher Paul Newbury

Burghley Road London NW5 1UJ

t.020 7485 8515

f.020 7284 3462

e.info@aclandburghley.camden.sch.uk

w.aclandburghley.camden.sch.uk



*Required for September 2018*

## Teacher of English

*Inner London Pay Scale*

Acland Burghley School is looking to appoint an outstanding teacher of English from September 2018.

Our dynamic faculty offers a full range of courses from KS3-5 including A level English Literature and A level English Language and Literature. Last year, our GCSE English results had a VA score of +0.4.

This is an excellent career opportunity for a strong classroom teacher to work as part of an experienced team. It would be suitable for an NQT or someone who would like to consolidate their practice through working within a large and high performing faculty. The successful candidate will be passionate about learning in English and will have a strong commitment to ensuring that every child achieves the highest possible academic standards.

Situated close to Hampstead Heath in the heart of North London, Acland Burghley is a mixed, inclusive, community comprehensive school that enjoys high levels of parental support and a close collaborative relationship with other local schools. Our overall P8 score in 2017 was +0.24 which puts us in the top 30% of schools in the country. It is part of the popular and highly successful LaSWAP post-16 consortium with Parliament Hill, La Sainte Union and William Ellis Schools.

Teachers in the school receive a high level of support including training and development programmes led by our Lead Practitioner team.

If you share our passion for ensuring high standards for all, and have the ambition to help transform the lives of the young people in our school, we would very much like to hear from you.

To arrange an informal telephone conversation or a visit to the school, please email Paul Newbury, our Associate Headteacher:  
[pnewbury@aclandburghley.camden.sch.uk](mailto:pnewbury@aclandburghley.camden.sch.uk)

**Closing date for applications: 9am on Thursday 1 February**

**Interviews: Week commencing Monday 5 February**

For further details of the post and to download an application pack please visit  
[www.aclandburghley.camden.sch.uk](http://www.aclandburghley.camden.sch.uk).

Please note: we do not accept CVs.

*Acland Burghley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be required to undergo an enhanced DBS Check.*



**Acland Burghley School**  
**Teacher of English**  
**Job Description and Selection Criteria**

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## **Job Description**

Responsible to: Head of English

### **Key purposes:**

- To prepare and teach lessons that fulfil the planned curriculum for English and meet the needs of all students in your teaching groups
- As a tutor or an attached tutor, to provide pastoral and academic support to a group of students
- To play an active part in the departmental, faculty and pastoral teams to which you belong

### **Key responsibilities**

#### ***1. As a member of a Department***

Under the guidance and direction of the Head of Department, to:

- set clear and high expectations of students in line with the aims of the school;
- plan, resource and teach lessons, using available data on individual students to meet the needs of all in the class;
- set, mark and assess work to be carried out by students in lessons and as homework;
- record, track and monitor the progress of individual students and complete reports as required;
- communicate with parents re students' progress and attend parents' evenings related to the classes taught;
- register the attendance of pupils at each lesson;
- maintain good order and discipline among students and safeguard their health and safety, both in school and in authorised school activities elsewhere;
- create a stimulating learning environment, and be responsible for maintaining health and safety within it;
- with others as appropriate, prepare courses of study, teaching materials and teaching programmes that meet the requirements of exam specifications;
- contribute to the setting and marking of internal assessments/tests and controlled assessments against grading criteria;
- participate in meetings relating to the department's responsibilities and development.

#### ***2. As a member of a Year Team (Tutors and Attached Tutors)***

Under the guidance and direction of the Year Team Leader, to:

- fulfil the tutor role as set out in the school handbook;
- guide and develop students in meeting the five Every Child Matters outcomes;
- build students' responsibility for high standards of work, behaviour, attendance and punctuality;
- register the attendance of students and implement the school's attendance policy to follow up absence and raise attendance;
- use registration periods profitably to support and develop individuals and the tutor group;
- teach the agreed PSHE programme in the weekly sessions;
- contribute a tutor report to end of year reviews;
- prepare initial drafts for references, testimonials and reports to outside agencies;
- attend assemblies with the tutor group and supervise their arrival and departure;

- participate in Progress Reviews and Parents' Evenings involving the tutor group and foster strong home/school relationships;
- participate in meetings called by the Head of Year.

### ***3. As a member of staff***

Under the guidance and direction of the Headteacher and Senior Leadership Team, to:

- contribute to the school's commitment to raising achievement for all;
- carry out the professional duties of a schoolteacher, including participation in performance management within the school scheme;
- participate in, and prompt, arrangements for your training and professional development;
- carry out a share of supervisory duties in accordance with published rosters;
- participate in appropriate meetings with colleagues and parents relative to professional duties;
- implement all whole school and local authority policies.

*All teachers are expected to meet the Teachers' Standards (DfE May 2012) in full.*

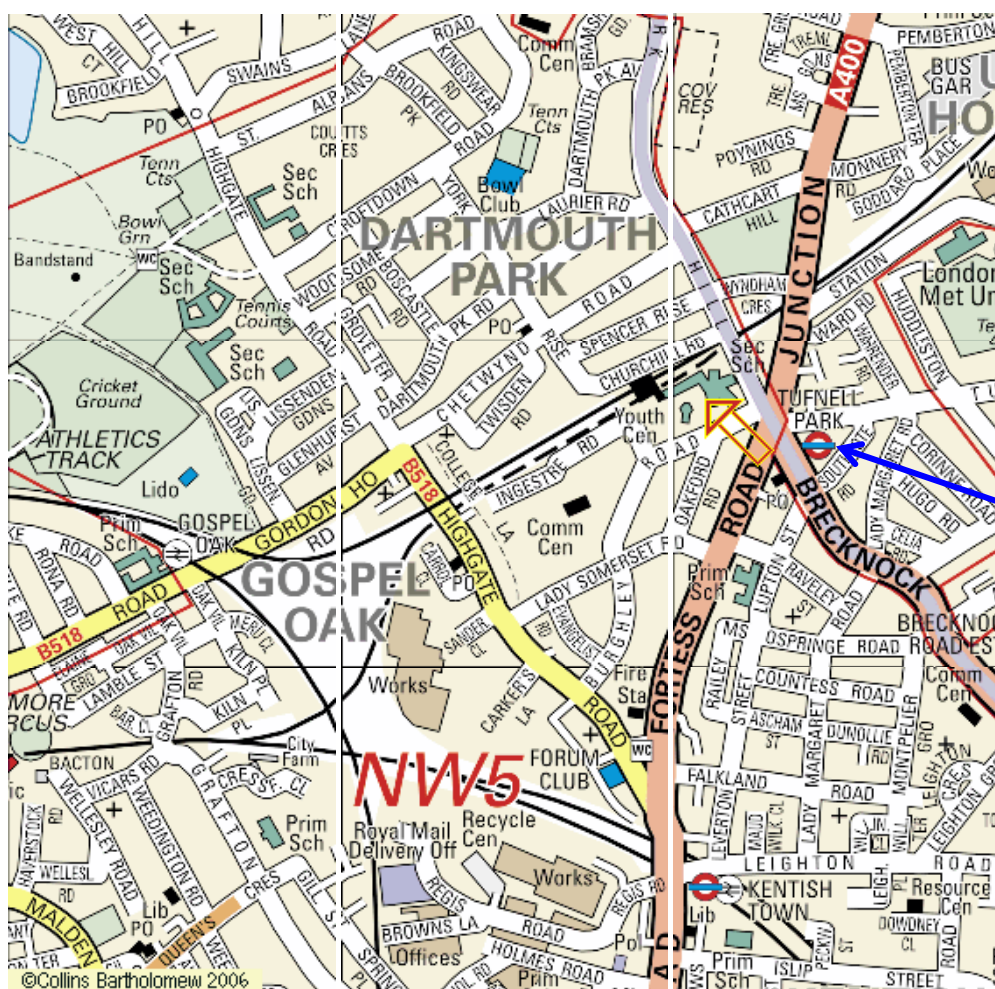
### **Selection Criteria**

1. A degree in english or related subject
2. Qualified Teacher Status
3. Successful experience of teaching english to young people and the ability to teach english to A level
4. A sound knowledge of the english curriculum and an understanding of its assessment requirements
5. A passion for english and a creative approach to engaging students in the subject
6. High expectations for students' progress and achievement
7. A commitment to the on-going development of your teaching
8. Strong classroom management skills
9. A commitment to exceptionally high professional standards
10. A commitment to equal opportunities and the safeguarding of all students

## Where to find us

The school stands on the border of Camden with Islington. It is close to Tufnell Park underground station and to Kentish Town (Thameslink) and several bus routes pass nearby. Car parking space is available on the school site.

The nearest tube station is **Tufnell Park** (Northern line – High Barnet or Mill Hill East branch). The nearest train station is **Gospel Oak** (London Overground) which is a 15 minute walk from the school.



Tufnell Park  
Tube Station

Acland Burghley School  
Burghley Road  
London  
NW5 1UJ

t 020 7485 8515

f 020 7284 3462

e [info@aclandburghley.camden.sch.uk](mailto:info@aclandburghley.camden.sch.uk) (general enquiries)

[recruitment@aclandburghley.camden.sch.uk](mailto:recruitment@aclandburghley.camden.sch.uk) (application enquiries)

w [www.aclandburghley.camden.sch.uk](http://www.aclandburghley.camden.sch.uk)

## **ACLAND BURGHLEY SCHOOL – LEARNING TO SUCCEED TOGETHER**

### **Why be an NQT at Acland Burghley School?**

Acland Burghley School (ABS) has a long, successful history of developing newly qualified teachers as part of its commitment to lifelong learning for the whole school community.

ABS welcomes NQTs, believing teachers new to the profession provide opportunities to innovate and keep up-to-date with the latest research and pedagogy, as well as building succession planning into the school's career structure.

All NQTs at ABS are allocated a Subject Mentor, a role which is welcomed by experienced teachers. In addition, an Induction Tutor will oversee and quality-assure your NQT year.

### **Aims of the NQT programme:**

- To provide a high quality, inspiring, challenging and supportive NQT programme which enables NQTs to excel in their first years of teaching and meets the statutory requirements for the NQT period;
- To ensure NQTs experience high quality mentoring and coaching which enables them to make exceptional progress;
- To enable NQTs to benefit from ongoing, day-to-day support from all colleagues and from the wide range of professional development opportunities offered at Acland Burghley and partner schools.

### **FREQUENTLY ASKED QUESTIONS**

#### **What opportunities will I have for professional development in my NQT year?**

ABS runs a highly regarded NQT programme in collaboration with Parliament Hill School for Girls, La Sante Union and William Ellis School for Boys. This enables us to create an inspiring programme which draws on best practice across the schools. Workshops are consistently rated as 'excellent'. The collaboration enables facilitators to model engaging strategies which can be used in the classroom.

*"I have an extremely supportive department who have played a big part in my progress as a teacher"*

#### **Can you tell me about ABS students?**

ABS is an inner-London, fully comprehensive 11-18, mixed school in the London Borough of Camden. Economically and socially, the school reflects the diversity of the local community. ABS enjoys the confidence and support of parents, many of whom are active in the Parent Teacher Association and the ABS Trust.

As an Arts Specialist school, ABS has a high uptake in the visual and performing arts, celebrated by the annual Burghley Arts Fest, Dance Show and numerous musical performances.

Students are encouraged to take on genuine leadership roles, e.g. through the Student Ambassador programme, Student Council and Camden student societies.

ABS is part of the acclaimed LaSwap Sixth Form, in partnership with Parliament Hill School for Girls, La Sante Union and William Ellis School for Boys.

*"Acland Burghley is a fantastic arts school. You can feel this as soon as you step into the building. The students are multitalented, diverse and vibrant which has provided me with a unique teaching environment"*

### **What do staff like about ABS?**

Teachers and support staff enjoy excellent professional relationships.

*"The Burghley experience is about strong student-teacher relationships, which has been significant in facilitating a caring environment for both staff and students"*

Visitors and new staff frequently comment on the warm welcome they receive and how well they are supported, being taken 'under the wing' of more experienced colleagues.

All NQTs are allocated a buddy to help them settle into the school.

### **Where is ABS?**

ABS is perfectly situated in Tufnell Park, a fashionable area of north London. The school is near a number of bus routes and Tufnell Park underground station is directly opposite the school. There is a car park for those who prefer to drive.

The surrounding area has an abundance of restaurants, cafes and places where staff socialise. Waterlow Park and Parliament Hill Fields are a short walk away, as is the village of Highgate and the lively area of Camden Town.

### **What opportunities will there be after I have completed my NQT year?**

The London Borough of Camden offers a rich programme of professional development (PD) which teachers are encouraged to attend. Parliament Hill School offers *Thinking of Leadership* and *21<sup>st</sup> Century Leadership*, aimed at those considering their first leadership roles. ABS runs the LB Camden *Experienced Middle Leaders* and the *Aspiring to Senior Leadership* programmes. There are opportunities to take part in the leadership programmes run at the Institute of Education in collaboration with the National College.

These opportunities are underpinned by the ABS PD programme; a bespoke range of development opportunities offered throughout the year. These vary from fortnightly sharing of best practice at Teaching and Learning briefings to opportunities for collaboration and innovation.

Teachers, at any stage in their career, are encouraged to take part in or lead extra-curricular activities, of which there is a stimulating, varied offer.

### **Where can I find out more?**

Please contact Michelle Lineham, HR Officer at [recruitment@aclandburghley.camden.sch.uk](mailto:recruitment@aclandburghley.camden.sch.uk)