









ROUNDHAY SCHOOL
All-through education from 4 to 18

Ofsted Outstanding School

Job Application Pack

TEACHER OF ENGLISH

www.roundhayschool.org.uk 0113 3931200 info@roundhayschool.com Gledhow Lane, LS8 1ND











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Job Application Pack

For the Position of

TEACHER OF ENGLISH

Secondary – Permanent – Full Time – MPS/UPR + possible recruitment & retention may be available for an exceptional candidate – Start: 3 September 2018

To apply for this position please go to the following link and complete the online application form in full:

https://roundhayschool.current-vacancies.com/v?id=ROUNDHAYSC&t=Careers

Please remember to detail all your experience, the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate.

Please note that we are not permitted to accept CVs.

The application deadline for this position is **9.00am on Friday 18 May 2018**.

For our Ofsted Report:
http://www.roundhayschool.org.uk/our_school/ofsted/

To view our prospectuses:
http://www.roundhayschool.org.uk/our_school/prospectus/

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ROUNDHAY SCHOOL
All-through education from 4 to 18

Gledhow Lane, Leeds, LS8 1ND
0113 3931200
secondary@roundhayschool.com
www.roundhayschool.org.uk

May 2018

Dear Prospective Applicant

WELCOME

Thank you for expressing an interest in the advertised position at our '**outstanding school'** (Ofsted).

We are looking for an enthusiastic and committed colleague who would thrive on this opportunity to develop their experience and make a significant contribution to school life in and out of the classroom. As one of the first all-through schools educating children from 4 to 18 with an outstanding Sixth Form of 500+ we are passionate about improving all that we do as a learning community. All staff are very well supported by a friendly team of hard working professionals who are committed to making this the top performing department in the city!

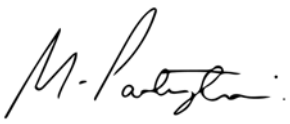
Our truly comprehensive community reflects the cosmopolitan nature of Leeds itself and is a real strength. ***'The core values of courtesy, cooperation and commitment permeate every aspect of the school.' 'Roundhay is all about its students. Staff ensure that each one, regardless of background or ability, is given every opportunity to shine'*** **Ofsted.** However, we are far from complacent and know that, in spite of the fact that we are the most over-subscribed school in Leeds, with 100% of our staff recommending Roundhay as a place to work and 99% of parents also recommending us, our reputation is hard won and easily lost. Staff development is at the heart of what we do!

We pride ourselves on having a strong ethos, which permeates the work of all staff and pupils in our community. You can be sure of a warm welcome and genuine support in all that you do. Please read this application pack carefully as the guidance it contains will help you make an informed decision over whether you may wish to apply.

I feel very fortunate, as Headteacher, to have ***'the unanimous support of staff in the mission to create an inclusive school where every student is enabled to 'be the best they can be'*** **Ofsted**. We do not claim to get it right all of the time, but our passion to serve the needs of all students is at the forefront of our beliefs as Ofsted captured. ***'There is no room for complacency anywhere in school and both leaders and staff are unrelenting in their pursuit of excellence'*** **Ofsted.**

We welcome your application if you feel this is the right school community for you!

Yours sincerely



Matthew Partington
Headteacher

ROUNDHAY SCHOOL

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What is enclosed in this pack?

- How to Apply
- School Overview
- School Policies
- Important Information
- Job Description
- Person Specification
- Department Overview

Please note the Secondary Campus entrance is on Old Park Road and a map is available to download from our website, www.roundhayschool.org.uk. If you use SatNav, please use the post code LS8 1JT.

Our School Magazine, Primary, Secondary and Post-16 Prospectus and Ofsted report are available to download from our website.

How to Apply

Please complete the online application form in full, which can be found on the Vacancies page of our website (www.roundhayschool.org.uk) or by following this link:

https://roundhayschool.current-vacancies.com/v?id=ROUNDHAYSC&t=Careers

You will need to provide full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why.

We will require details of **two referees**, one of which must be your current or most recent employer. Please provide their names, **email addresses** and daytime contact numbers. (See 'References' on the Important Information page of this Pack)

CVs are not accepted as part of the application process. Please ensure you fully complete the application form. If you have a disability that prevents you from completing the application form, please contact the school to discuss.

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Details of the interview programme will be confirmed after the closing date.

If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance for your interest in this post and wish you the very best for the future. **Due to the volume of applicants, we are unable to give feedback to non-shortlisted candidates.**

School Overview

Our Mission Statement
"Courtesy, co-operation and commitment" are key to making the school a happy, safe and caring place of learning, where every child matters. We are dedicated to enabling our pupils to raise their aspirations and achieve their full potential to "be the best they can be". We aim to help our pupils to take their place in society as healthy, responsible and independent citizens, who have respect for themselves, one another and the wider community.

'Student and staff relationships are extremely good. Students' personal development is exceptional and behaviour is exemplary.' … 'The core values of courtesy, cooperation and commitment permeate every aspect of the school.' Ofsted

Our Pupils
The school population reflects the cosmopolitan nature of modern Leeds. The pupils come from a very wide variety of socio-economic and ethnic backgrounds; more than 27 languages are represented, with around 60% of our pupils drawn from the black and ethnic minorities. This gives the school great strength in its many endeavours and relationships.

'The atmosphere in lessons is very positive and supportive' … 'Learning moves at a lively pace'. Ofsted

We currently have around 2000 pupils, which will grow to 2500, in this 4-18 co-educational community comprehensive school, making it one of the largest within Leeds. Our specialist Dyslexic Base, catering for 16 pupils, our SEN provision and our 450+ strong and very successful Sixth Form (one of the biggest in the region) are just some of our many strengths.

'Behaviour in lessons is exemplary' … 'Movement around the school is extremely orderly and students show consideration and respect for each other'. Ofsted

In September 2012 we became one of the first 'all-through' schools in the region, growing with a new intake every year. Our first primary cohorts will join up with the secondary aged pupils in 2019. We have a separate £4.8 million purpose built Primary Campus located just a mile away from the Secondary Campus.

We are proud of examination success at all key stages. At A-Level over 30 subjects are taught and with excellent achievement we find that the majority of our students are able to progress to higher education including seven students going to Oxford and Cambridge Universities in 2013 and four in both 2014 and 2015. At KS4 we achieved over 70% five of more A*-C including Maths and English. We have the highest expectations of every pupil and strive to achieve high standards in all that we do, both academically and socially.

'The atmosphere in lessons is very positive and supportive. As one student said, "It is cool to want to learn at Roundhay". Students are comfortable admitting that they do not understand a particular point and others often try to help by offering alternative explanations. Students are keen to volunteer ideas and participate.' Ofsted

'Students, from a very wide range of backgrounds, work and socialise together extremely well.' Ofsted

Our Staff

We are fortunate to have highly-committed, professional and friendly staff, who have worked hard and successfully to establish a thriving learning community. Many staff have sent, or currently send, their own children to Roundhay, which is a real vote of confidence.

'Student and staff relationships are extremely good. Students' personal development is exceptional and behaviour is exemplary.' Ofsted

'Teachers have an infectious enthusiasm for their subject which is communicated to the students' … 'Professional development is a strength of the school' … 'The quality of teaching is outstanding'. Ofsted

We also have other pupils who come from families with parents professionally involved in education, which helps to keep us on our toes! We take seriously the professional development of all our staff. As a school, we are heavily involved in Initial Teacher Training and are a strategic partner within a Teaching School Alliance (Red Kite) which involves sharing outstanding practice across four local authorities. School improvement and self-review are central to our drive to raise standards. We have around 250 staff, both associate and teaching, who work very hard as a team to ensure they support both the pupils and each other.

Our Area

The school's two campuses are situated in north-east Leeds, adjacent to Roundhay Park, and are surrounded by highly sought-after owner-occupied houses. The settings can only be described as impressive. The schools grounds are magnificent; the campuses cover over 30 acres of parkland combined. We also serve some of the most economically and socially-deprived areas of the city, as well as more favoured wards, giving us the rich mix of pupils that makes us a 'true comprehensive'. Currently, around 25% of our pupils are classified as being Pupil Premium children with 14% currently entitled to free school meals.

'Students who attract Pupil Premium funding are monitored very closely' … 'making exceptional progress and closing any attainment gap with their peers at a very fast rate'. Ofsted

'Primary provision is outstanding. Pupils make extremely rapid progress, teaching is outstanding, resources are first-rate and leadership is exceptional.' Ofsted

Our Facilities

We have very good facilities, and since our Secondary Campus was rebuilt in 2004 we have invested heavily both in ICT and in improving facilities, such as creating Applemac Media rooms, music practise rooms and improved recital areas to enhance the learning and teaching experience of pupils and staff alike. The newly opened primary building, which is located on a separate campus, is truly wonderful and has excellent resources.

We have an £11 million building project underway with an extended dining centre, additional car parking, artificial pitch with floodlights and a new building (one and a half times the size of the current Primary Campus).

Our School Organisation

Our separate Primary Campus introduces two forms each year and when full in 2019 will house 480 children. The Primary school day starts at 8.50am and ends at 3.10pm. In Years 7, 8 and 9, pupils are grouped for registration and for Personal, Social, Health and Citizenship Education (PSHCE), in mixed-ability form groups that remain together until the end of Year 11. For teaching purposes, pupils are placed in a variety of groupings as appropriate, including setting and some mixed-ability grouping. Each lesson at the Secondary Campus is one hour in length, five per day. The secondary school day commences at 8.25am and finishes at 3.00pm, followed by extra-curricular activities.

In Years 10 and 11, currently pupils may choose two options to study, normally alongside the compulsory core subjects of Mathematics, English, Science, Foreign Language, RE, PSHCE and Games/PE, a number of which at GCSE level may be started in Year 9. We are, like most schools, undertaking a curriculum review. In Year 12, students choose an individual programme of study leading to BTEC and/or GCE 'A/S' levels.

Our Pastoral Organisation and Leadership

The Primary Campus is led by the Primary Leader who is a member of the Leadership Group and as the provision grows so will its staffing structure. At the Secondary Campus Years 7, 8, 9, 10 and 11 are led by Progress Leaders, assisted by teams of tutors and overseen by the Deputy Headteacher: Pupils. We have an Assistant Headteacher: KS5 who works with our Head of Post-16 and her team, supported by Academic Mentors. There is a strong tradition of support for both pupils and colleagues. Our learning mentors, behaviour support workers and social inclusion achievement teams have had a powerful effect on the positive implementation of our social inclusion strategies.

'The senior leadership team is very strong and effective'. Ofsted

'The headteacher has the unanimous support of staff in the mission to create an inclusive school where every student is enabled to 'be the best they can be'. He is very accessible to both students and staff.' Ofsted

Our Extra-Curricular Activities

We have a thriving and exceptional programme of music, drama, sports teams, outdoor pursuits, residentials, art events, project days and charity events! Everyone contributes, as we feel that it is a vital part of our role in developing the potential of all our pupils and building a cohesive community.

Our Community Links

The school has excellent links with the communities it serves and actively seeks to widen these. We believe that this vital 'citizenship work' demonstrates our ethos as a school, where courtesy, co-operation and commitment are more than just words! We deliver a comprehensive programme of family and community learning as part of our Extended Services commitment.

'High ability students out-perform similar students nationally. Students of all abilities make very good progress in lessons.' Ofsted

School Policies

Child Protection
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the Leadership Team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing
Our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour
The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and pupils.

The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the GTCE (General Teaching Council, England), and the school considers the principles to apply to all staff employed at the school.

Equal Opportunities
We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment were all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

Smoking Policy
Roundhay School is a no smoking building and site and all staff must adhere to this policy.

ICT Policy (Fair Use Guidance)
We encourage the use of ICT across the curriculum. On appointment, staff agree to abide by the ICT policy.

Full details of all these policies are available from the school upon written request.

Important Information

References
If you are shortlisted, we will take up references before the interview date. One of your referees **must** be your current or most recent employer. Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or references that are addressed 'to whom it may concern' will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

Selection Process
As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. Roundhay is committed to safeguarding and promoting the wellbeing of all children and expects all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Validation of Qualifications and Identity
All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

Right to Work in the UK
Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Disclosure & Barring Service
Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. Checks will also be made against the Independent Safeguarding Authority (ISA) 'Barred' lists (previously DCSF 'List 99' and Protection of Children List (PoCA)). All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place. All supply and/or peripatetic staff will be required to produce their worker's ID and other relevant documents when they arrive at school.

Safeguarding
Roundhay is committed to safeguarding and promoting the welfare of its pupils and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure (see above).

Medical Assessment

Before taking a teaching appointment, the preferred candidate is required to complete an Occupational Health Medical Questionnaire. This will be sent directly from Leeds City Council Employee Changes with the letter of appointment which states that the appointment is subject to a satisfactory medical assessment.

Induction and Continuous Professional Development

Roundhay is committed to developing and supporting its staff with appropriate training. Staff are inducted into our school community to enable new colleagues to become familiar with the culture of our school and its policies, expectations and procedures.

Dress Code

We expect all staff to dress professionally and appropriately for the roles undertaken at Roundhay School. We pride ourselves on the high standards of dress of both our students and staff; these standards are led by our staff whom we expect to set an example.

Job Description

TEACHER OF ENGLISH

Secondary – Permanent – Full Time – MPS/UPR + possible recruitment & retention may be available for an exceptional candidate – Start: 3 September 2018

1. Introductory Statement: The responsibilities of the post are to be performed in accordance with the provisions of the school teacher's pay and conditions document and within the range of teachers' duties set out in the document.

2. Title of Post: Teacher of English.

3. Number of Points of Responsibility: (0-6 MPG)

4. Accountable to: Team Leader of English and the Headteacher/nominated Leadership Group member linked to the subject.

5. Purpose of the job: To make a strong and enthusiastic commitment to English teaching at Roundhay School by seeking to raise the expectations and performance of all pupils in and out of the classroom.

Particular responsibility

6. To contribute, as directed, to the teaching of English and related areas.
7. To participate in the development of appropriate specifications, materials and schemes of work.
8. To support vigorously the general ethos of our school.
9. To monitor and control the storage, use of teaching materials and books related to English.
10. To help maintain the displays around the English teaching areas.
11. To contribute to the extra-curricular enhancement programme at Roundhay.
12. To maintain internal pupil records according to school, departmental, and national policies, set and monitor individual pupil targets.
13. To contribute as required to the preparation and marking of internal examinations in English.
14. To maintain the teaching area in a stimulating manner through display of work and keep a close eye on the fabric.
15. To implement the school reward system and contribute to the celebration of achievement.
16. To monitor and target set with pupils and staff in order to raise achievement
17. To contribute to departmental intervention.

Other Duties

18. To be a Form Tutor and mentor as appropriate and be fully involved in all aspects of school life.
19. To teach other subjects if and when required by the Headteacher
20. To attend all meetings as appropriate within school time budget, with colleagues and parents, etc.

21. To carry out supervisory duties as required and any other duties commensurate with the post.

Conclusion

22. The job description and allocation of particular responsibilities may be amended through appropriate consultation from time to time.

Person Specification

TEACHER OF ENGLISH

Secondary – Permanent – Full Time – MPS/UPR + possible recruitment & retention may be available for an exceptional candidate – Start: 3 September 2018

The purpose of the job: To make a strong and enthusiastic commitment to English teaching at Roundhay School by seeking to raise the expectations and performance of all pupils both in and out of the classroom.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualification		
A good honours degree and a recognised teaching qualification	X	
Experience		
An excellent understanding of the new GCSE and A Level qualifications	X	
Able to teach all ability levels at Key Stage 3, 4 and 5	X	
Evidence of innovation	X	
An excellent knowledge of secondary curriculum issues.	X	
Experience in teaching pupils from differing backgrounds and cultures	X	
Disposition/Attitude		
An energetic and positive outlook	X	
Excellent classroom management and organisational skills	X	
Evidence of adaptability	X	
Very good health and attendance record	X	
Practice and Intellectual Skills		
Excellent Communication skills	X	
Potential and ambition for further professional development	X	
Safeguarding Children		
Ability to maintain appropriate relationships and personal boundaries with children and young people	X	
Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline	X	

These attributes will be identified by means of the application, interview and references as appropriate.

Roundhay is committed to safeguarding and promoting the welfare of its pupils and expect all staff and volunteers to share the commitment. Appointments will be subject to an enhanced DBS disclosure.

Department Overview
ENGLISH

Departmental Vision
Roundhay's English Department is very well motivated, hard-working and vibrant, consisting of nine full-time and four part-time specialist English teachers. We are passionate about developing the individual skills of all the pupils we teach as well as prioritising their pastoral care. We are committed to helping every pupil make excellent progress.

Profile of the English Department
Timetable structure

Most teachers in the department will teach the majority of year groups across the age ranges. Most KS3 pupils have fortnightly drama and library lessons. All pupils are set in KS4. Teachers will usually be paired to teach classes at KS5.

Board specification and levels

The department currently follows the Eduqas syllabus at GCSE for English and English Literature. We have high academic standards for the 6th form and as a result the take-up for A-Level Literature (EDEXCEL) and A Level English Language (AQA) is excellent.

Management structure/staffing

Within the department there is a clear management structure; Team Leader of English; a Deputy in charge of intervention and quality assurance, a KS5 English Language lead teacher, a KS4 lead teacher and a KS3 lead teacher. This is underpinned by excellent collaboration and a system of flexible responsibilities for other members of the team, such as SEN, EAL and ICT, dependent on changing curriculum demands.

Facilities

The department has 11 classrooms, all of which have SMART boards with DVD capacity and its own office and stockroom; all are situated close together. We have built up interesting, challenging and varied texts for all abilities, as well as our own excellent schemes of work.

English teachers take advantage of whole class use of the I.C.T. suites and the Learning Resource Centre. The department has excellent drama facilities, in particular a fully equipped drama studio.

Other

The department is co-operative, communicative and friendly, willing to meet some lunch-times to discuss new ideas or important issues. We believe in sharing resources and supporting one another and are always working to improve systems to allow this. We are committed to our role in the ITT programme; to supporting NQTs within the department and to creating opportunities for staff development at all levels

Achievements Including Examination Highlights

-GCSE results:
English Language
9-4: 77.3%
9-5: 57.1%
English Literature
9-4: 80.1%
9-5: 60.7%
-A Level results:
English Literature
A*-C 83%
English Language
A*-C 93%

Extra-Curricular/Community Involvement

Extra-curricular activities are an important aspect of school life and the English Department contributes in several ways including KS3 drama clubs; debating club, film club, visiting theatre groups and authors; creative writing clubs as well as theatre trips.