



Details of the post of

# **TEACHER OF ENGLISH - SECOND IN DEPARTMENT**

at The King's School, Worcester



## The English Department at King's

There are currently nine members of the department, three of whom are part-time. All members of the department are very much involved with the extensive extra-curricular programme of the school, including subject-based activities such as student journalism, extension classes, creative writing and evenings of poetry and play-readings. Each year there is a busy programme of theatre visits and visiting educational workshops for all year groups and in previous years we have organised a Sixth Form revision trip to Haworth to prepare students for their examination.

### The department has two distinct but complementary aims:

- To teach, practise and develop in all pupils the skills required to read a wide range of non-literary texts with understanding and to communicate effectively in spoken and written English;
- To inspire in all pupils a love of English Literature and to provide the means by which they might understand and respond to that literature more deeply.

English is currently taught to streamed groups in Years 7, 8 and 9 ("Lower Fourth", "Upper Fourth" and "Lower Remove") with a mix of Language and Literature in each year's programme of study. English classes are set by ability in Years 10 and 11 ("Upper Remove" and "Fifth Form"). Years 10 and 11 currently follow the IGCSE (CIE 0500) course in English Language and the IGCSE (CIE 0486) course in English Literature, although we will be moving to the Edexcel IGCSE in English Language (Spec A: 4EA1) and the CIE 0477 English Literature IGCSE from September 2018; the course for Year 9 is structured to provide preparation for the IGCSE courses.

English is a popular subject in the Sixth Form; students follow the Edexcel A level course in English Literature. Three or four mixed-ability sets are common in each year, with an average of over fifty students studying the subject in each year group.

The most recent academic results for IGCSE & A level are as follows: IGCSE Eng Lang: 91% A\* to B, 22% A\*; IGCSE Eng Lit: 86% A\* to B, 42% A\*; A level 74% A\* to B, 21% A\*.

The successful candidate will be an English specialist with considerable personal enthusiasm for the subject and a proven record of teaching the subject throughout the age-range. They should have a willingness to develop their professional skills in a department that combines experience with innovation, taking a lead in developing certain areas of the academic curriculum and moving the extra-curricular life of the department forward. They will have the ability to adapt to the needs of pupils and colleagues; the skills of leading and motivating others while also being a good team player, along with good emotional intelligence and a sense of humour, are essential. The post comes with a reduced teaching timetable. The classes taught are likely to range from Year 7 to Year 13. The successful candidate will also provide an excellent example of the attributes expected of all teachers of English at King's, which are outlined below.







## The Role of Second in Department

**The main responsibilities of the Second in Department are as follows:**

- To deputise, when necessary, for the Head of Department. This may include attending meetings and occasional chairing of department meetings.
- To oversee all aspects of the Key Stage Three English curriculum, including the planning, implementation and review of the Programmes of Study for each year group, the setting of end of year examinations and the use of the departmental database of information.
- To set the annual 11+ English Entrance Examination and produce a mark scheme for colleagues.
- To attend weekly meetings with the Head of Department, to discuss agenda items for department meetings and ensure the efficient and smooth running of the department.
- To liaise with the two Foundation Prep Schools, King's Hawford and King's St Alban's. This includes arranging an annual meeting with the English coordinators at each of the two schools, normally in the Spring Term and after the 11+ English Entrance Examinations. Minutes are completed of the meeting and distributed to Head of Department and Academic Deputy.
- To share responsibility with the Head of Department for the induction of new staff and the welfare of all members of the department.
- To take the lead in the development of the department's extra-curricular provision.
- To be responsible for the ordering, distribution and collection of book stocks, DVDs and stationery.
- To take and distribute minutes of department meetings.
- To share, with the Head of Department, the biennial review and development of members of the department. This will include lesson observations, target setting and review of marked work.
- To be responsible for departmental cover. This includes collating and communicating the cover needs to the SMT secretary, Frances Mead, and organising English staff to cover, where possible, giving due regard to protected free time allowances.

**All Teachers of English are expected to:**

- Demonstrate intellectual curiosity and the desire to develop their own love of the subject in order to transmit this effectively to others.
- Share their personal enthusiasm for the subject with pupils and colleagues, inspiring others with a love for the subject.
- Teach to the highest standard, demonstrating in-depth and confident knowledge.
- Enable pupils to express themselves as freely as possible.
- Cater for learners of different types and abilities.
- Maintain class interest and lesson pace and maximise learning by means of a varied range of resources.
- Demonstrate in-depth, current and confident knowledge of relevant examination syllabuses and prepare pupils thoroughly for examinations.
- Promote positive attitudes in the classroom, encouraging respect, tolerance, co-operation, courtesy and self-control at all times.
- Record and report the details of each child's progress, achievement and effort.
- Support pupils and colleagues fully in organisation of a diverse range of tasks, from examination preparation and marking to participating in/organising trips when appropriate.
- Maintain regular effective communication with colleagues, liaising regularly with the Head of English.
- Review their own effectiveness in their respective role(s).
- Maintain standards and implement the department's and the school's policies and procedures.
- Contribute to the school's extra-curricular programme and have pastoral responsibilities.



## Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATION	A degree in English or Combined Honours including English; Qualified Teacher Status.	Postgraduate Certificate in Education (or equivalent); Master's Degree.
PROFESSIONAL DEVELOPMENT	Evidence of a continuing commitment to own professional development.	Recent relevant training in English.
EXPERIENCE	Evidence of high achievement in teaching across Key Stages 3, 4 and 5 and across a wide range of abilities.	Evidence of responsibility for and development in specific areas of the English curriculum; experience of preparing students for the most competitive universities, including Oxbridge.
KNOWLEDGE AND SKILLS	Thorough subject knowledge; excellent communication and presentation skills; competent user of ICT; ability to plan and resource effectively; well organized with an eye for detail. Willingness to contribute to the school's extra-curricular programme.	Experience in the use and promotion of a wide range of teaching methods.
PERSONAL	Lively enthusiasm, energy and commitment to the subject within and beyond the classroom; collaborative approach; self-confident; very good listening skills; excellent sense of humour.	Experience in initiating and managing change.

### Application procedure

All applications will be acknowledged. The closing date for this post is 26<sup>th</sup> January 2018 at noon. All applicants will be notified after the closing date whether or not they have been invited to an interview. Successful applicants will be advised of the date and time of the interview. References will normally be taken up prior to interview and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Qualification certificates (originals not copies) will be required at interview, as will proof of identity.

Candidates unsuccessful at interview will receive written notification.

The school is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the school's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

### How to apply

Please complete an application form (Teaching staff) available on the vacancies page of the school website [www.ksw.org.uk/vacancies](http://www.ksw.org.uk/vacancies), and return it with a covering letter detailing your relevant experience, how you would intend to meet the challenges of the role and the particular qualities and strengths which you would hope to bring to the post.

To: The Headmaster, The King's School, 5 College Green, Worcester, WR1 2LL or email [headmaster@ksw.org.uk](mailto:headmaster@ksw.org.uk)

There is no requirement to include a CV, although you are free to do so in addition to your application form if you think it would be helpful in assessing your achievements and experience.

**Start date: September 2018**

**Closing date for applications: Noon Friday 26th January 2018**

**Interview date: Friday 2nd February 2018**





# King's

WORCESTER

[www.ksw.org.uk](http://www.ksw.org.uk)

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