

Applicant Information



St
Augustine's
Priory

English
Teacher



St Augustine's Priory

Teacher of English

Dear Applicant,

Thank you for the interest you have shown in the post of Teacher of English at St Augustine's Priory and welcome to our inspirational school which is at a very exciting stage of its development. Our mission is to deliver excellence in all aspects of this unique school - we do this through nurturing and empowering our passionate staff, by hiring exceptional talent, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each girl to the best of her ability and be equipped for life.

St Augustine's Priory is a Catholic, independent day school for girls aged 3-18 with boys in the Nursery. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

The school is set in 13 acres of beautiful grounds with magnificent views. We are currently in the midst of a three phased building development programme. Here girls have the physical, mental and emotional space to grow intellectually in an environment which both supports and provides plenty of challenges. Our results are excellent and we pride ourselves on instilling in girls a love of learning. We are committed to preparing girls for life-long effectiveness and to developing the range of skills they require to achieve long-term happiness and success.

We have been in Ealing for over one hundred years and we represent a wonderful continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove relentlessly to offer girls the best education possible; we continue in this tradition. Our girls are dynamic, ambitious and a pleasure to teach. Our staff room is happy, welcoming and supportive of the excellent contribution all our staff members make to all aspects of our busy school life. We offer a broad and varied curriculum with rich opportunities for personal development and training.

We invite you to consider joining us on an exciting journey.

Mrs S. Raffray MA NPQH



Headteacher

Mission Statement

We are an all-through, inclusive Catholic girls' school with boys in the Nursery. As a girls' school we are committed to preparing girls for life long effectiveness and success. As part of their journey, girls will learn of intellectual risk-taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

Letter from the Head of English

Dear Applicant,

We look forward to receiving your application. We are looking for someone who will enjoy teaching Key Stages 3 and 4. A willingness to teach upper Key Stage 2 (Year 6) would be an advantage.

There is a separate application form, and applicants should pay particular attention to its accurate completion. I also enclose some information about the school.

Should you have any further queries please do not hesitate to contact the School. You are also welcome to arrange a preliminary visit to the school at a mutually convenient time.

I trust this brochure will be informative and helpful in making the decision to apply for this post, and we look forward to receiving your application.

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Mrs M Eaton
Head of English

St Augustine's Priory English Department

Our English Department is core to the school's curriculum and consistently delivers outstanding results as well as making an invaluable contribution to exciting and innovative extended learning beyond the curriculum.

Staffing

Senior School

- Head of English full time, presently teaching from KS3 to A Level.
- 2 Full-time Teachers of English one of whom teaches from KS 2
- Headteacher whose background in teaching English allows her to take on occasional lessons.

Junior School

- English Subject Leader
- Deputy Head - Juniors whose background is in English

Curriculum

Information by years

Key Stage 3: Ages 11 - 14

The girls develop analytic skills in response to a wide variety of texts, from magazine advertisements to Chaucer and Shakespeare's plays. They read widely and learn to appreciate the different ways in which language is used. They begin to appreciate the differences between spoken and written language. Their responses take a wide variety of forms, including projects, speaking and listening, and essays. The girls read beyond the class texts from a list of novels, at least one per half term.

Key Stage 4: Ages 14 – 16

AQA English Language and English Literature

In English Language, students learn the skills of summary and note-taking and respond critically and creatively to both fiction and non – fiction texts. They also develop strong speaking and listening skills.

In English Literature, students engage with a variety of genres, including a selection of poetry, two plays (*An Inspector Calls* and *Macbeth*), and a novel (*Pride and Prejudice* or *Jane Eyre*). Assessment is through terminal examinations at the end of the Upper V year.

Key Stage 5: Ages 16 – 18

AQA English Literature A, A level)

English Literature in Sixth Form

There is a high take-up of English Literature at A-level.

Girls who choose English Literature at A level have a real love for reading and are eager to encounter texts from a wide variety of genres and eras, including seeking out supplementary reading beyond the curriculum. They eagerly discuss ideas and interpretations.

Students encounter and analyse texts ranging from Chaucer to the 21st century. Emphasis on close reading and the development of research skills prepares them for work at university. Sixth Form candidates gain confidence through developing an exploratory response to challenging, influential texts.

Particular emphasis is on evaluation in context. Students interpret the way in which writers choose form, structure and language to shape meanings, shaped by the historical and social concerns of their time.

The course consists of four modules, three of which are examined at the end of their two - year A level course and one module of coursework (NEA – non – examined assessment), all leading to the A level qualification in English Literature.

Job Description: Teacher of English

Salary:

The post-holder will be paid on the appropriate point of the St Augustine's Grading Scale.

We have our own pay scale which is above the maintained sector.

Line of Responsibility:

The Teacher of English is directly responsible to the Head of English for curriculum matters and the Senior Form Teachers for Year Group issues.

Job Content:

Strategic Purpose

- The basic duties of a teacher and a Form Tutor are outlined in the staff handbook and include other duties such as the form teacher role.
- All members of staff are expected to contribute to the rich extra-curricular life of the school which includes running a weekly extra-curricular activity.

Operational Responsibilities

Teaching

- Teach English as required from KS3 through to GCSE

- Plan work in accordance with departmental Schemes of Work
- Take account of students' prior levels of attainment and use them to inform planning
- Set work when required for absent students
- Maintain good discipline by following the school's policies and procedures
- Establish a purposeful working atmosphere during all learning activities
- Set appropriate and challenging work for all students
- Identify and work appropriately with 'Special Educational Needs and Disabilities' students, 'Gifted and Talented' students and 'English as an Additional Language' students
- Set appropriate and challenging work for all pupils
- Provide and maintain a stimulating and ordered physical classroom environment

Assessment, Recording and Reporting

- Keep appropriate records of pupils' work
- Mark and return work set, including homework within an agreed and reasonable time
- Carry out assessment programmes, as agreed by the school or department.
- Complete student reports in line with School Policy
- Attend parents' evenings as required and keep parents informed about their child's performance and future targets
- Attend other school functions as required

Pastoral Duties

At all times the welfare of pupils is paramount, and the post-holder has a professional duty to exercise sound judgment in upholding the School's systems and to make all necessary referrals to line-managers in a timely fashion. As a Form Teacher the post-holder will be required to:

- Ensure that registration of pupils is completed in accordance with the school's agreed procedures and be aware that this is a legal duty for children of school-age
- Care for children in the form as a reasonable parent might be expected to do
- Be respectful of appropriate boundaries in the exercise of professional duties and care
- Support other staff with regard to the pastoral care and academic welfare of members of the form
- Support members of the form in their dealings and relationships with parents, school staff and other pupils
- Ensure all administrative tasks in relation to the duties of a Form Teacher are carried out within the agreed deadlines and to an acceptable standard
- Accompany the form during school functions e.g. Mass and assemblies
- Develop positive working relationships and communicate effectively with parents and carers
- Deliver the school's PSHEE programme
- Provide pupils with a positive role-model

Performance Management and Professional Development:

The Teacher of English will be part of the school's Performance Management Scheme. She or he will have an appraiser who will set agreed targets and monitor professional development.

Conditions of employment:

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the School Policy in respect of all matters related to safeguarding and Child Protection.

The post-holder may be required to perform any other reasonable tasks, after consultation.

This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

St Augustine's Priory

Person Specification: Teacher of English

Applicants should:	Essential	Desirable	Primary means of assessment
Subject Delivery			
Have a good Honours Degree and a teaching qualification to deliver English Language and Literature from KS3 to A2.Education to A2	x		Application Form
Show they maintain an up-to-date knowledge of subject and teaching methodologies	x		Supporting Letter
Have good understanding of assessment and curriculum reforms	x		Supporting Letter
Have Qualified Teacher Status or have completed PGCE	x		Application Form
Be willing to organise extra-curricular activities	x		Supporting Letter
Have high expectations of girls	x		Interview

Be able to communicate effectively with girls	x		Interview Teaching
Be able to communicate effectively with colleagues	x		Interview
Manage and work well within a team	x		Interview
Act upon advice	x		Interview
Have good range of teaching strategies	x		Interview Teaching
Be able to use data to help children learn	x		Supporting Letter
Show knowledge of how to plan for effective learning	x		Interview Teaching
Be able to teach challenging, organised and sequenced lessons	x		Interview
Know how to adapt teaching strategies to needs of all learners	x		Interview Teaching
Make effective use of assessment	x		Interview
Promote independent learning	x		Interview
Use homework tasks effectively	x		Interview
Give developmental feedback to girls	x		Interview Teaching
Have good ICT skills	x		Supporting Letter Teaching
Whole School			
Have a sound understanding of Safeguarding	x		Interview
Understand Special Educational Needs	x		Supporting Letter
Deal effectively with parents	x		Interview
Be willing to participate in the wider extra-curricular life of the School	x		Interview
Understand the roles of colleagues and managers in the school	x		Supporting Letter

The Application and Selection Process

1. Applicants should complete an application form in full and write a letter in support of their application, paying particular attention to the Job Description and Person Specification.
2. The completed application form and supporting letter should be emailed to the School HR@sapriory.com to arrive no later than midday on Monday 5 June 2017.
3. The Selection Panel will then convene to determine a shortlist of applicants who will be invited to interview.
4. Shortlisted applicants will be contacted by email to invite them to interview and it is anticipated that the interviews are likely to be Thursday, 8 June 2017, this is subject to confirmation
5. On the day of the interviews all applicants will be asked to teach a lesson observed by a member of the English department. They will then be asked to complete a non-teaching task, after which there will be a formal interview before the appointments panel.
6. On the day of the interview all applicants should bring with them proof of identity and address as specified on the application form and any certificates pertaining to their qualifications.
7. Following the interview the successful applicant will be invited to accept the post by telephone, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.

St Augustine's Priory
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Main Reception Line: 020 8997 2022

www.sapriory.com



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