

— Chiltern Edge School —

www.chilternedge.oxon.sch.uk



English Teacher

Closing Date: Friday, 9 December 2016 (12:00 noon)
Interview Date: Week Commencing 12 December 2016



Contents:

- Letter from Headteacher
- About the School
- Department Information
- Person Specification
- Teacher Job Description
- Job Advertisement
- Safeguarding Statement
- Code of Conduct

Please visit the school website to view our policies on Safer Recruiting, Safeguarding and Whistleblowing: <http://www.chilternedge.oxon.sch.uk/policies.html> and to download an application form: <http://www.chilternedge.oxon.sch.uk/vacancies.html>



Headteacher: Daniel Sadler
Reades Lane
Sonning Common
Reading RG4 9LN

Tel.: 0118 972 1500
Fax: 0118 972 1501
Ref: DS/VM

Deputy Headteacher:
Pauline Kelly
Assistant Headteacher:
Mollie Tustian
Emma Bliss

11 November 2016

Dear Colleague

Chiltern Edge is a really distinctive place in many ways. Our parents and students recognise the high level of pastoral care and support we provide to individuals and the commitment of our teachers to achieving the best outcomes for every student. Chiltern Edge School is a secondary school with a strong community feel and as the smallest secondary school in Oxfordshire and Reading we offer a very supportive learning environment. This enables teachers to know their students well and each young person to feel that they can succeed and make their own contribution to school life.

As an English teacher new to the school, you will be passionate about making learning in both English Literature and English Language challenging and interesting, leaving no stone unturned to ensure that all pupils make at least good progress. You will embrace the opportunities presented by the changing curriculum landscape and be ready to contribute to whole school developments in assessment and reporting.

If you are seeking a new challenge, and would relish the prospect of working in a small, friendly and ambitious school, then we would be interested in talking to you. We would welcome informal conversations and visits to the school prior to application. Please contact me on dsadler@chilternedge.oxon.sch.uk or speak to Vicki Matthews, my PA, to organise a convenient time to talk.

Yours sincerely

Daniel Sadler
Headteacher





Chiltern Edge School

About the School

Would you like to be part of an inspirational journey? Please read on ...

Chiltern Edge School is a Foundation secondary school with a strong community feel. We are a mixed comprehensive school that is small enough to value and care for each individual pupil but large enough to provide a broad and balanced curriculum. We work closely with primary and post-16 partners to ensure transition both into and out of the school runs as smoothly as possible. Our excellent relationship with other local secondary schools provides opportunities for shared best practice and collaborative CPD.

The school is set in a pleasant rural location with extensive grounds, yet it is less than 6 miles from the centre of Reading and close to the Berkshire border. We currently have 520 students on roll; this number is projected to increase to 600 over the next five years. Described in our most recent OfSTED report as 'a good school' and 'happy and harmonious', the School's Leadership Team continues to build on this and works closely with our supportive Governing Body. We pride ourselves on being a learning organisation with a commitment to developing the professional expertise of all our staff in a friendly, supportive working environment.

Not all of our learning takes place inside the classroom. At Chiltern Edge we strive to give every student the best education to suit their needs; we have high expectations of students and staff are expected to share this commitment for our young people. Student experience includes:

- a strong commitment to public speaking with an annual competition with regular success at the national Rotary competition
- annual year 7 week long camp
- numerous departmental visits and residential opportunities to support and enhance pupil learning
- regular workshops in school run by external professionals
- a strong alumni network to support pupils' aspirations.
-

Our governors have recently obtained permission from the DfE to develop a small section of our extensive grounds, enabling us to embark on a transformational program of refurbishment across the school site. Join us now to be part of the team that shapes the future of education in our community through the additional provision of:

- refurbished sports facilities including the main hall and changing facilities, all weather pitch and a community gym;
- state of the art Science Labs;
- a modern Lecture theatre available to all faculties to enhance teaching, learning and pastoral care.

We would be delighted to hear from you if you feel that you can make a positive contribution to our future successes.



Headteacher: Daniel Sadler

Reades Lane

Sonning Common

Headteacher:

Reading RG4 9LN

Deputy

Pauline Kelly
Assistant Headteacher:
Mollie Tustian
Emma Bliss

Tel.: 0118 972 1500

Fax: 0118 972 1501

Ref: DS/VM

11 November 2016

Teacher of English

This post provides an exciting opportunity for a committed, enthusiastic and creative colleague to join a core curriculum area at Chiltern Edge.

English

At Key Stage 3 students are taught in ability groups, engaging with a wide variety of text types in developing their skills in reading and writing for different audiences and purposes. At Key Stage 4 students are taught in ability groups and follow Edexcel syllabi. Nearly all students are entered for English Language and English Literature, with a very small number of students entering the single English GCSE. Current Year 9 students will, of course, all study Language and Literature.

Fostering a love of reading, the Department makes regular use of the school library for library lessons at KS3 and all classes in Years 7 and 8 have the opportunity for regular silent reading. The Department participates annually in the Carnegie Greenaway 'shadowing' event and has a strong Public Speaking tradition, with every student from Year 7 to Year 10 writing and performing a speech to their class every year. The best Public Speaking teams are entered in the Rotary Club 'Youth Speaks' Public Speaking competitions, with our teams frequently winning at regional level.

We are looking for an energetic, well organised and imaginative colleague. You should be a highly effective teacher, able to contribute to the development of this key curriculum area, particularly in relation to the current curriculum changes, and keen to contribute to all aspects of the life of the school.





Chiltern Edge School

Person Specification

Post: Teacher of English
Responsible to: Head of English Department

Attributes	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Qualified teacher status. • Eligible to work in the UK • Specialism in English with an appropriate Degree. 	<ul style="list-style-type: none"> • Strong commitment to continuous professional development. • Evidence of a range of supportive professional development.
Experience	<ul style="list-style-type: none"> • Recent classroom experience of teaching English Language and English Literature in 11-16 schools at both KS3 and KS4. • Evidence of successful organization and administration. 	<ul style="list-style-type: none"> • Experience as a Form Tutor • Use of digital platforms to provide resources and set homework tasks. • Evidence of setting and achieving ambitious goals and targets.
Knowledge and Understanding	<ul style="list-style-type: none"> • A strong understanding of the characteristics of outstanding teaching and learning • Understanding of the importance of the inter-relationship between all areas of the curriculum. • Awareness of strategies to raise student achievement • Knowledge of how to use data effectively to set and monitor targets. • A clear knowledge of how students learn and how to plan for progression in learning, using intervention as necessary. • Awareness of current developments in education and the implication of these. 	<ul style="list-style-type: none"> • Evidence of successful curriculum development work within a team. • Evidence of production of learning resources. • Excellent ICT skills and of appropriate technology • Ability to offer a second subject.
Skills	<ul style="list-style-type: none"> • Ability to motivate students. • Strong interpersonal and communication skills, including strong classroom management techniques. • Ability to inspire and promote excellence. • Ability to communicate effectively with young people. 	<ul style="list-style-type: none"> • The ability to use an imaginative range of teaching strategies to promote high expectations and high levels of challenge in the classroom. • Ability to participate in development of extra-curricular activities.

Skills /cont ...	<p>Ability to:</p> <ul style="list-style-type: none"> • communicate effectively orally and in writing; • work well in a team and to deadlines; • be flexible, approachable and resilient under pressure; • deal sensitively with people and be solution focused. 	
Attitudes / Personal Qualities	<ul style="list-style-type: none"> • High level of commitment to the school. • Undoubted enthusiasm for the subject. • Commitment to safeguarding and promoting the welfare of children and young people. • Understanding of the importance of the partnership with parents. • Commitment to raising achievement and fulfilling each student's potential. • Strong determination to maintain and progress school improvement. • Willingness to be an active part of both an academic and pastoral team. • Understanding of the importance of supportive student/teacher relationships. • The ability to be a reflective and evaluative practitioner who is willing to learn and develop. 	<ul style="list-style-type: none"> • Commitment to wider aspects of school life and enrichment



Chiltern Edge School

Job Description

POST: Teacher of English
RESPONSIBLE TO: Head of English Department

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work Policy and the Dignity at Work Policy.

General Duties

Chiltern Edge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation. These include:

Strategic Development and Self Evaluation

- Contribute to the monitoring & evaluation of the department
- Contribute to the development and evaluation of the departmental DIP
- Comply with all Chiltern Edge Policies including Health & Safety and Risk Assessments
- Undertake lesson observations as part of the departmental observation schedule and for own and other professional development

Teaching and Learning

- Plan and deliver well-structured lessons
- Mark and assess student work
- Take responsibility for own professional development and ensuring best practice in classroom teaching and learning
- Keep subject knowledge up to date
- Contribute to the development of departmental schemes of work
- Contribute to preparing for changes to GCSE and the implementation of new courses
- Participate and contribute to the organisation of cross curricular activities, for example, Year 7 Camp
- Participate and contribute to the organisation of school visits that contribute to student learning

- Provide extra-curricular opportunities that are an essential part of the subject provision such as drama and musical productions and PE fixtures
- Regular attendance at meetings and parents evenings that are a part of directed time
- Provide student work for display purposes
- Supervise students between lesson times

Student Achievement

- Annually review the attainment outcomes of students you have taught and assess/quantify the impact of own teaching on student learning
- Fully contribute to the schools assessment and recording system including assessment data and identification of a student's targets prior to data collection
- Using a students CWA, monitor progress to this target and develop strategies to enable the student to achieve their targets
- Keep accurate records of student progress including attendance, homework, outcomes of assessment and CWA
- Keep relevant staff informed of issues in attainment and poor performance and steps taken to address this.

Tutoring

- Acting as form tutor supporting the personal, social and spiritual well being of students
- Acting as form tutor liaising with parents, staff, other agencies where appropriate alongside the Head of House
- Plan and deliver House assemblies
- Delivering and contributing to the development of PSHE materials
- Monitor student attendance

General Responsibilities

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

OXFORDSHIRE COUNTY COUNCIL

CHILTERN EDGE SCHOOL

Reades Lane, Sonning Common
Reading RG4 9LN
Tel: 0118 9721500, Fax: 0118 9721501
Email: office@chilternedge.oxon.sch.uk

Teacher of English

We are looking to appoint an energetic, imaginative colleague who is a highly effective English Teacher and is keen to contribute to all aspects of school life. You will be joining a team of colleagues who welcome individuality, enthusiasm and energy. We pride ourselves on being a learning organisation with a commitment to developing the professional expertise of all our staff in a friendly, supportive working environment.

The successful candidate will receive a full-time, permanent contract starting in January 2017. Visits to the school are welcome; please contact the Headteacher, Mr Sadler, at dsadler@chilternedge.oxon.sch.uk to arrange an appointment.

Chiltern Edge is an 11 – 16 establishment, located in South Oxfordshire and close to the Berkshire border. The school benefits from extensive grounds which are used across the curriculum. Described in our most recent OfSTED report as ‘a good school’ and ‘happy and harmonious’, the School’s Leadership Team continues to build on this and work closely with our supportive Governing Body.

Closing date for applications: Friday, 9 December 2016 (noon)

Interviews will take place during the week commencing 12 December 2016



Chiltern Edge School

Safeguarding Children: Statement to Applicants

Chiltern Edge 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 undertake clear procedures to ensure that all staff appointed to the school are suitable to work with young people:

- All staff appointed and volunteers starting work at the school will have an **Enhanced Criminal Records Bureau Check**. This includes staff and volunteers who have previously been checked in another setting.
- Two referees are required. One must be the current or last employer. Both references must be employers wherever possible. References will be requested before interview and will include requests for information on any actions regarding child protection issues. If circumstances suggest that taking up references would cause you difficulties and should only be dependent upon a job offer, please indicate this in your application.
- Original documentation will be required to verify home addresses
- Passports and/or driving license will be needed to verify identity for enhanced CRB checks
- Application forms will be checked for unexplained breaks in service
- Eligibility to work in the U.K will be checked.
- A pre-employment medical check will be required.
- For teaching staff: Qualified teacher status will be checked.



Code of Conduct

Any code of professional ethics for teachers should be valid for all teachers regardless of their position in the hierarchy of the organisation, the school or education service. It may be, however, that certain aspects will apply to Headteachers or Heads of Department more than others because of the nature of the responsibilities they carry and their management function within the school. The following statement is intended for the general guidance of members.

- 1) All teachers should observe confidentiality in respect of any discussions with other individual teachers about their professional problems and difficulties.
- 2) If a teacher experiences any concern or dissatisfaction in relation to a colleague's conduct or standard of work the teacher should discuss the issue informally, and in confidence, with the colleague concerned. Where the issue is not resolved informally the teacher should take no further action without informing the colleague. Should the teacher have reason to believe that a colleague is acting in a way which might be harmful to the school or to individual pupils then there is a clear duty to make a report to the Headteacher.
- 3) Teachers should not denigrate their colleagues in the presence of third parties: nor should a teacher adversely criticise a colleague in the presence of others save in the context of appropriate procedures
- 4) Effective consultation between teachers takes place in an atmosphere of mutual respect for the professional expertise and a recognition and understanding of the various responsibilities, of those involved. Teachers should be able to express freely their considered professional opinions while recognising the responsibilities borne by colleagues.
- 5) Teachers with responsibility for the organisation of the work of other colleagues should ensure that all members of staff have knowledge and a clear understanding of the duties and responsibilities to which they are allocated and of the procedures and practices relevant to the day to day operation of the school.
- 6) If changes are to be made in the organisation of a school on a short or a long term basis, they should be preceded by consultation with the teachers concerned and there should be clear and adequate information supplied to the teachers before their implementation. In this respect it must be recognised that sometimes decisions have to be made as matters of urgency without prior consultation.
- 7) Parents making complaints or allegations concerning teachers should be referred to the Headteacher. The Headteacher should take no action concerning the complaint or allegation until there has been consultation with the teacher concerned.
- 8) All members of staff should be able to make full use of the staff facilities, including staff rooms and study rooms. It is reasonable, however, for the Headteacher to respect the right of the staff to hold discussions in his or her absence if they so wish.

- 9) Teachers have access to confidential information which may be provided by any one of, or combination of, a number of resources. Reports on children are received from parents, social workers, educational welfare officers, police, local authority officers, teachers, doctors and medical officers of health and others. Teachers must use their professional judgment regarding the confidentiality of such information, bearing in mind the requirements of the law and the best interests of the children. The Headteacher or a senior official of the local education authority should be consulted before decisions are taken concerning the divulgence of confidential information.
- 10) While it is recognised that pupils will from time to time discuss their work and progress with teachers, particularly those teachers who undertake pastoral care, teachers should ensure that they maintain the delicate balance between taking a close interest in the welfare of pupils and the avoidance of entering into discussions about the conduct, competence or efficiency of other teachers.
- 11) Canvassing for the purpose of achieving an appointment, whether done directly or through an agent, is unethical.
- 12) The growth of a friendly relationship between teacher and pupil which is based on mutual respect and recognition of the role that each plays in the learning situation is desirable. It is, however, an abuse of this professional relationship for a teacher to:
- a) enter into an improper association with a pupil;
 - b) show undue personal favour or disfavour towards a pupil;
 - c) commit such acts against a child which are illegal;
 - d) endeavour to exert an undue influence with regard to personal attitudes, opinions or behaviour which are in no way connected with the work of the school.
- 13) No teacher should delegate to an unqualified person duties or functions requiring the professional knowledge and skill of a qualified teacher. This statement is not intended to restrict in any way:
- a) the proper training of teachers;
 - b) the use and employment of instructors subject to Schedule 2 of the Education (Teachers) Regulations 1993;
 - c) the reference to the professional staff of supporting services; or
 - d) the deployment of support staff in their statutory role of supporting and assisting the work of qualified teachers.
- 14) A teacher should not deliberately behave in such a way as to bring his or her school into disrepute.
- 15) A teacher should not behave in a racially discriminatory manner or make racist remarks directed towards or about ethnic minority groups or members thereof.