NOTTINGHAM HIGH SCHOOL

Teacher of English September 2018 (preferred) or January 2019 (considered)

Information for Candidates about the role and the School: A Guide to Nottingham High School

Table of Contents

Nottingham High School 1
English at Nottingham High School 2
Job Description and details 5
Benefits of Service 6
Safeguarding and Child Protection at Nottingham High School 7
Selection Process 8



Nottingham High School

The High School is an independent day school (HMC), founded in 1513, which relocated to the Arboretum in 1867 and which became co-educational in 2015. A Junior School was established in 1905, moved into new accommodation in 1978 and admitted infants in September 2008.

The Infant and Junior School (ages 4-11) has over 250 students. The Senior School selects for entry at age 11+ and 16+. There are roughly 800 students in the Senior School and a vibrant Sixth Form of over 200. The school's move to co-education has been a great success with 180 girls in School during the third year of co-education and with further significant growth planned in future years.

The High School is a school of national reputation, the Headmaster having membership of HMC; the Infant and Junior Head membership of IAPS. Staff from cluster groups of local independent schools and national large day schools meet annually.

The High School has a very strong academic reputation and achieved the best examination results in the region last summer.

The School has an extensive pupil catchment and is first choice for much of Nottinghamshire, Derbyshire, Lincolnshire and Leicestershire. The School operates a number of coaches to transport students.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a fifth of students receive some form of financial assistance.

Entry is by competitive assessment in the Spring Term.

The Future

The person appointed will be joining a dynamic innovative school. Staff are keen to embrace new methods and technology. The website www.nottinghamhigh.co.uk contains links to Twitter accounts for various parts of the school.

Each of the parts of Nottingham High School has a comprehensive development plan for the future focusing on teaching and learning, pastoral care and co-curricular activities, as well as building developments. A first class Sixth Form Centre and a modern dining facility was completed in 2009 adding to new and refurbished

facilities across all parts of the School. A major extension to the Junior School is currently under construction.

English at Nottingham High School

The Department consists of five full-time and two part-time teachers. The English Department has five teaching rooms, all of which are equipped with interactive projectors. All members of staff are supplied with a laptop. The departmental office has desks and storage space for English teachers, as well as a book room that is well-stocked with texts and DVDs. There is a wide range of resource material and all members of the departmental team are keen to share resources and good practice.

Years 7 to 9
Language lies at the heart of developing in our pupils the capacity to express themselves confidently, logically and imaginatively. To learn well, students must be inspired, challenged and engaged and for these reasons, members of the English Department work together to provide clear and ambitious goals for all students.

Study of Literary Texts
Students have access to a wide range of literary material and are encouraged to evaluate their own critical writing about texts, commenting on the authorial perspectives offered on individuals, community and society in texts from different cultures and historical periods.

Writing
Pupils are taught to plan, draft and re-read work to anticipate the effect on the reader and revise style and structure, as well as accuracy with this in mind. Throughout their time in lower school, students engage closely with: writing to imagine, explore and entertain; writing to inform, explain and describe; writing to persuade, argue and advise; writing to analyse review and comment.

Research and study skills

Students are encouraged to review and extend their own strategies for locating, appraising and extracting relevant information, synthesising data from a range of sources and then evaluating the relevance, reliability and validity of information available through print, ICT and other media sources.

Students are taught to use effectively the vocabulary, grammar and stylistic conventions of the specific writing forms, adapting the stylistic conventions of the non-fiction text types to fit different audiences and purposes.

Speaking and Listening

Students embark on a range of individual and group activities that extend their development as speakers in a range of different contexts.

Units of Work

Teachers undertake units of work in common, covering such areas as fiction, drama and poetry. The KS3 scheme of work is general enough to allow teachers flexibility when selecting texts; however, it encourages consistency and sharing of ideas within the Department. The Department also pursues tasks in common across the lower years, enabling monitoring of progress.

Library

Year 7 and Year 8 make use of the library on a fortnightly basis, and Year 7 students participate in a Reading Challenge scheme designed to encourage pupils to read a wide range of challenging fiction. Students in Year 9 will often visit the library at the discretion of their teacher: we encourage the maintenance of good reading habits through this year.

IGCSE

The English Department is currently following CIE and Edexcel IGCSE courses. At the end of the Cambridge IGCSE First Language English course (CIE 0500), there are two examination papers. In the first (Reading Passages), candidates answer three questions on two passages. In the second (Directed Writing and Composition) candidates answer one question on a passage or passages totalling 650-750 words, and complete a composition task from a choice of four titles. Each paper carries 50% of the available marks.

The Edexcel Certificate in English Literature (IGCSE 4ET0) consists of two coursework essays (one On Shakespeare, the other on Modern Drama) and culminates in one examination paper. Paper 1 is Unseen Poetry, Poetry Anthology and Prose, in which candidates analyse an unseen poem, answer one question from a choice of two on poems previously revised, and a question on a text studied prior to the examination. Our current examination text is John Steinbeck's *Of Mice and Men*. Paper 1 accounts for 60% of the marks and coursework 40%.

A-Level

The Department offer two courses at A-Level: OCR English Literature and AQA English Language. These are taught as two-year linear courses—Nottingham High School does not offer AS. All A-level courses are 'team taught' by two members of the Department.

OCR English Literature (H472) consists of a coursework folder (containing a close reading of poetry, and a longer essay comparing two texts) accounting for 20% of the final grade; and two examinations: Drama and poetry pre-1900, and Comparative and contextual study. Both examinations are 2 hours and 30 minutes in length, and comprise 80% of the final grade. Texts currently studied for this specification include *Paradise Lost, Measure for Measure, The Duchess of Malfi, The Great Gatsby, The Grapes of Wrath, District and Circle, A Portrait of the Artist as a Young Man* and *Look Back in Anger*.

AQA English Language (7702) culminates in two examinations: Language, the Individual and Society, and Language Diversity and Change; these papers contribute 80% of the final grade. The remaining 20% of the course is assessed via a coursework folder, containing two pieces: a Language Investigation and Original Writing.

Job Description and details

Teaching Responsibilities

All Teachers are appointed by the Headmaster. The following lists the general responsibilities of all teachers, although there will be differences between individual teachers responsibilities.

Responsibilities

- Teaching the subject at Key Stage 3-5.
- Planning and preparing relevant material and activities to teach the classes allocated, according to the policies of the department(s) to which the teacher is accountable.
- Setting and marking students' work regularly and appropriately for the subject(s) taught in line with School and Departmental policy: recording marks, monitoring progress and writing reports as required.
- Participating in the arrangements for preparing and assessing students' work for public examinations.
- Cooperating with colleagues in operating mark schemes, researching materials, participating in training and developing new courses.
- Participating in the Staff Appraisal Scheme and cooperating with the appraiser. Ensuring subject knowledge and teaching skills are kept up-to-date.
- Being available at all reasonable times during the school day and during school holidays when necessary at pre-arranged times. Covering for absent colleagues.
- Sharing in the pastoral responsibility for all students in the School and especially for those in the teacher's tutor, house or teaching group, liaising where appropriate with Tutors, Heads of Year and senior staff.
- Maintaining good order and discipline among students, safeguarding their welfare, health and safety at all times when they are the responsibility of the School. Being familiar with the School and Departmental policies on child protection, discipline and health and safety.
- Sharing in supervisory duties and general duties; upholding good standards of behaviour, dress and punctuality among students.
- Ensuring, where appropriate, that work is well displayed in teaching rooms and a high standard of tidiness is maintained.
- Attending Departmental Meetings and general Staff Meetings, and participating in smaller working groups as appropriate.
- Attending Assemblies and, as often as is reasonable, other School and Departmental activities, events and trips, playing an active part in wider

aspects of School life. Attending Parents' Evenings, Prize givings and Open Days.

Benefits of Service

Professional Opportunities and Career Development
The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for teaching staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Head of Department is the Line Manager.

Working Environment
This is an enjoyable and stimulating place to work. Staff Rooms and Staff Common Room areas are provided where complimentary tea and coffee is provided during the day. Members of the Staff Common Room organise a series of social events during the year for teaching and support staff including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the Gym and swimming pool.

The School is on the Nottingham Tram system with its own 'High School' tram stop. Employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors and are subject to amendment or withdrawal at a calendar year's notice.

Living in Nottinghamshire
Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our teaching staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city in which staff choose to live as well as a good stock of suburban housing in the city. In the centre of the city there has been considerable development of high quality apartments.

As well as the facilities which would be expected of a city with two universities, Nottingham boasts the Royal Concert Hall and two theatres.

Conditions of Service
This is a full-time post. The successful candidate will be expected to contribute to the full programme of co-curricular activities at the School.

Safeguarding and Child Protection at Nottingham High School

Nottingham High School is totally committed to doing all it can to ensure the safety and wellbeing of all its students.

A comprehensive policy document, 'Safeguarding and Child Protection at Nottingham High School' is published on the school website via the following link:

http://www.nottinghamhigh.co.uk/about-us/school-policies

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Training in safeguarding children is given to new members of staff and covers essential issues such as:

1. Definition of Child Abuse.
2. Typical Indicators of child abuse.
3. Details of what an adult must do if a child wishes to make a disclosure of abuse.
4. The procedure for recording a disclosure.
5. The need to discuss any Child Protection concerns with the appropriate Designated Senior Lead (DSL) without delay.
6. The requirement to lodge any 'Record of Child Protection Concern' with the (DSL) immediately.
7. An outline of how the work of the DSL relates to the City and County Safeguarding Children Boards.

The DSL for the Senior School is the Deputy Head (Pastoral), Miss Lisa Gritti.
Phone: Direct 0115 845 2206 or internal 206
Email: gritti.l@nottinghamhigh.co.uk

The DSL for the Infant and Junior School is the Head, Mrs Clare Bruce.
Phone: Direct 0115 8452211/2283 or internal 211/283
Email: bruce.ca@nottinghamhigh.co.uk

Selection Process

Equal Opportunities

The High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community. The High School recognises its responsibility to treat equally each person who comes into contact with the School.

All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The Application Process

Candidates should complete their application form electronically and email it to teach@nottinghamhigh.co.uk addressed to Kevin Fear, Headmaster. There is no need to submit a CV.

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for such forms.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The successful applicant will be required to complete a Disclosure from the Disclosure and Barring Services at the appropriate level for the post.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current

employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

- The interview process for this role may include the requirement to teach a lesson and to undertake relevant activities.
- All candidates invited to interview must bring documents confirming any education and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.) Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- We will provide full information about the documents to confirm identity required for those invited to interview. Please note that originals of these documents will be required. Photocopies or certified copies will not be sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of satisfactory references (if these have not already been received)
- verification of identify and qualifications
- evidence of the right to work in the UK
- a Barred Check List
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to school staff) and Staff Suitability Self-declaration
- verification of professional status such as QTS Status (where required)
- (for teaching posts), verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- a check of the list of teachers prohibited from the profession
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance

- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period

Warning

Where a candidate is:

- found to be on DfE list 99 or the Barring List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court: or
- found to have provided false information in, or in support of, his application or
- the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit.

Applications should sent electronically to teach@nottinghamhigh.co.uk no later than **10am on Tuesday 24 April,** with interviews most likely taking place later on Tuesday 1 May 2018.

Applications (by email) to:

teach@nottinghamhigh.co.uk

Nottingham High School
Waverley Mount
Nottingham NG7 4ED

0115 978 6056

info@nottinghamhigh.co.uk
www.nottinghamhigh.co.uk