



The Henry Box School
Founded 1660

RECRUITMENT PACK

Teacher of English (Maternity Cover)

TMR/UPR

Required as soon as possible





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Introduction from the Headteacher

The Henry Box School is a successful, thriving mixed comprehensive school of over 1,200 students situated on Church Green in the historic market town of Witney. The school was founded in 1660 by local man, Henry Box, and the beautiful original school building is still in daily use in the centre of our attractive site. We are proud of our history and tradition and very excited about our future.



The school was inspected by Ofsted in November 2017 and was judged as 'good' in every category. The GCSE examination results in 2018 were good, with excellent 'A' Level results.

At The Henry Box School, we are fortunate to have fantastic staff, both teaching and support, experienced and supportive governors, and students who have positive attitudes and are keen to learn. Students and staff enjoy respectful relationships, and above all we are a very happy school.

Professional Development is central to our work and we offer opportunities and support for all staff to develop their skills. From our excellent NQT programme through to our 'Future Leader' programme, we are committed to recruiting and retaining the best. Being the lead school in our multi academy trust, we can also offer the opportunity for colleagues to develop their careers beyond one school if this is their area of interest.

The Henry Box School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be subject to enhanced DBS clearance, satisfactory references and other relevant pre-employment checks.



The Henry Box School

Founded 1660

All staff at The Henry Box School have a responsibility to co-operate with and follow all Health and Safety requirements in accordance with the school Health and Safety Policy.

If you are interested in working in a forward thinking organisation, then Henry Box could well be the place for you. Our commitment to learning, leadership and literacy can found in our latest Ofsted report attached.

Further information about the role is given below.

Yours sincerely

W J Hemmingsley
Headteacher

About the role

Position: Teacher of English (Maternity cover)

Working Hours: Full or Part time

Required: as soon as possible

We are looking for a well-qualified, committed and enthusiastic Teacher of English to join our successful 11-18 comprehensive school. This is an excellent opportunity for a talented and well qualified teacher to join a strong and successful English Faculty. Applications are welcome from NQTs or experienced teachers. Visits to the school are welcome, by prior arrangement.



The Henry Box School

Founded 1660



English Faculty

The English Department consists of 12 teachers (including 7 full-time English teachers, 2-part time teachers and 3 with significant whole school responsibilities) with good administrative support. One member of the team is an Assistant Headteacher, whilst the Headteacher and our SENCO are also English teachers. The Head of Department is supported by a Deputy who is currently responsible for KS4 and colleagues who are in charge of Key Stages 3 and 5. All these staff work closely together to plan a coherent, valuable progression through the key stages. This arrangement is designed to be flexible in order to create continuity and allow opportunities for staff development. The department works closely as a team offering professional support in a friendly environment. Regular meeting time is given to the collaborative planning and sharing of resources and each member of the team is encouraged to take some responsibility for the management and development of the department.

The English Department is situated in Lower School and has 9 classrooms and a central office. All classrooms are equipped with a smart board or data projector and ability to show DVDs. The department also has a bank of laptops for use in lessons and there is access to a number of computer rooms. Two large central areas provide further space for drama activities, group discussions or one-to-one help, as well as housing some centralised resources.



The Henry Box School

Founded 1660

Schemes of work, resources, course outlines and teaching guides are available for each year group and offer a broad and balanced curriculum for all students as well as maintaining flexibility for teachers.

The English Department is committed to excellent teaching for all students, and this is reflected in varied classroom activities and lesson planning. The principles and practices of formative assessment form a vital part of our planning and delivery of the English curriculum across the three Key Stages. A clear focus on preparing students for summative assessments and national examinations are also built into curriculum maps at all stages.

At Key Stage 3, students are taught in three ability bands in Year 7 and 8 with an additional group for a very small number of children. In Year 8 and 9, students are arranged in more focussed ability groups whilst maintaining flexibility within classes and the opportunity for students in any group to achieve any level. Where possible, lower ability students are in smaller groups to provide them with more support. The schemes of work used throughout Key Stage 3 are continuously revised and re-written to ensure teaching is of the highest possible quality and meets all the demands of various government initiatives as well as preparing students for the demands of the GCSE programmes.

At Key Stage 4 most students work towards GCSEs in English Language and English Literature, while a small number of students focus their attention on gaining the highest possible grade they can in GCSE English Language and/ or Functional Skills. At Key Stage 4, students are in broad ability groups and the English Language Only classes are taught by experienced members of the department. The department offers a wide range of interventions for all students, including English Clinic after school and one to one support where needed.

At A-level, students follow the AQA English Literature Specification A. The quality of A-level teaching within the English Department is very strong. The course is popular with students and staff, and we regularly have at least three groups in year 12 and 2 groups in year 13. Results are consistently good, and above national averages.



The Henry Box School

Founded 1660

The English Department also benefits from working closely with the Learning Support Department within the school. The Teaching Assistants work with English staff to meet the individual needs of all students.

Members of the English Department take an active role in organising and promoting extra-curricular activities. Theatre trips and visits to lectures on set texts run annually for students. The enrichment programme provides opportunities for Lower School students to take part in theatre visits, creative writing days, drama and poetry workshops and to shadow the Carnegie Medal. Students are offered the opportunity to take part in an annual Readathon and we have a number of successful lunch time clubs, including a strong debate team. The department also organises an annual two-day residential in Stratford for all Year 12 students in the Autumn term. We work closely with the Library to organise author visits and trips.

We wish to appoint an energetic, creative and enthusiastic English teacher who is committed to the development of both the subject and the department. The successful candidate should be able to inspire and motivate students as well as have the ability to work well as part of a lively and professional team.

Health & Safety

All staff at The Henry Box School have a responsibility to co-operate with and follow all Health and Safety requirements in accordance with the school Health and Safety Policy.



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Founded 1660





Selection Criteria

Essential

- Qualified Teacher Status
- Ability to teach KS3, KS4 and KS5
- Effective behaviour management
- Ability to work as part of a team
- Knowledge of planning, assessment and record-keeping
- Commitment to further training and development
- Conscientious, enthusiastic and positive
- The ability to relate well to students, staff and parents
- Willingness and ability to be an effective tutor, if required

Desirable

- Ability to teach KS5
- Willingness to teach PSHE
- Willingness to contribute to extra-curricular activities
- Evidence of improving practice by identifying and meeting CPD needs

JOB DESCRIPTION: TEACHER (MPR and UPR)

Post Title: Teacher of English (Maternity Cover)

Purpose: To raise standards of attainment and achievement of learners

Reporting to: Faculty Leader and Assistant Faculty Leader where appropriate

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. 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.



The Henry Box School

Founded 1660

Liaising with: School Leaders, Faculty Leaders, House Leaders and relevant staff with cross-school responsibilities, relevant support staff

Working Time: Full or Part Time
Salary: TMR/UPR

Disclosure Level: Enhanced

TEACHING

SET HIGH EXPECTATIONS WHICH INSPIRE, MOTIVATE AND CHALLENGE PUPILS

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils

PROMOTE GOOD PROGRESS AND OUTCOMES BY PUPILS

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study

DEMONSTRATE GOOD SUBJECT AND CURRICULUM KNOWLEDGE

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship



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- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard subject content, whatever the teacher's specialist subject
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- demonstrate a clear understanding of appropriate teaching strategies

PLAN AND TEACH WELL STRUCTURED LESSONS

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge & understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s)

ADAPT TEACHING TO RESPOND TO THE STRENGTHS AND NEEDS OF ALL PUPILS

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with SEN; those of high ability; those with EAL; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

MAKE ACCURATE AND PRODUCTIVE USE OF ASSESSMENT

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements



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- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback

MANAGE BEHAVIOUR EFFECTIVELY TO ENSURE A GOOD AND SAFE LEARNING ENVIRONMENT

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary

FULFIL WIDER PROFESSIONAL RESPONSIBILITIES

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through professional development, responding to advice & feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being

PERSONAL & PROFESSIONAL CONDUCT

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within & outside school



The Henry Box School

Founded 1660

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality
- Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

In addition for UPR (STPCD)

- the teacher is **highly competent** in all elements of the relevant standards
- the teacher's achievements and contribution to an educational setting or settings are **substantial** and **sustained**

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

Additional duties

- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage and ensure staff and students follow this example
- to promote and lead extra-curricular activities in line with the traditions and expectations of the school within the context of a life work balance



Other Specific Duties

- undertake the role of Form Tutor if required
- share in supervisory duties according to the school's published rotas
- keep up to date with school information e.g. the weekly bulletin, staff handbook and to clear your pigeon hole daily
- participate in any arrangements within an agreed national framework for the appraisal of your performance and that of other teachers
- continue personal development as agreed
- engage actively in the appraisal process
- whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified
- employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description
- employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers
- the school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- undertake any other duty as specified by STPCD not mentioned in the above

For all staff - You have specific responsibilities under Health & Safety / Child Protection legislation to ensure that you:

- take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- cooperate on all issues involving health and safety
- use work items provided for you correctly, in accordance with training and instructions
- do not interfere with or misuse anything provided for your health, safety or welfare
- report any health and safety concerns to your line manager as soon as practicable



The Henry Box School

Founded 1660

- report any safeguarding children / child protection concerns to a senior member of staff
- attend safeguarding training as requested

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in job commensurate with the grade or job title.

The Application Process

We are seeing to appoint the best possible candidate and our recruitment process will reflect our desire to undertake all possible measures to achieve this.

Applicants should download the teaching staff application form from our website.

In addition to the completed application form please submit a letter of application that is no more than two sides of A4.

All applications will be acknowledged upon receipt. Shortlisting will take place shortly after the closing date and candidates will be notified further only if they are successful in being shortlisted. The date for interviews and associated assessment activities will be confirmed in due course.

If you decide you want to be part of our dynamic team, we look forward to receiving your completed application form by our closing date.

Closing date: Friday 14th December 2018 at 9am.

In the meantime, if you have any queries about this role, please do not hesitate to contact Abbie Muchecheti (HR Manager) on 01993 848166 Monday to Friday 8.00am – 4:00pm (email jobs@millacademy.co.uk).