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The West Bridgford School

Mr R McDonough MA B.ED (Hons)
Principal
Mr T Peacock B.Sc (Hons)
Head of School

8th March 2018

Dear Applicant,

Re: Head of English

Thank you for your interest in the above post. The Governors are seeking to appoint a Head of English from September 2018.

Enclosed with this letter are the following:

Background information about West Bridgford School
Copy of the Advertisement
Job Description
Department Information

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon Wednesday 21st March 2018.


Yours sincerely,

Rebecca Brown
HR Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM

National Support School
designated by

 National College for
Teaching & Leadership



Stephen Lawrence
EDUCATION STANDARD


East Midlands
Teacher Training Partnership





The West Bridgford School

Loughborough Road, West Bridgford,

Nottingham, NG2 7FA

Principal: Mr R McDonough

Tel: 0115 9744488 Fax: 0115 9744489

Email: vacancies@wbs.school

Secondary roll: 1593 including 349 in the sixth form

Part of the East Midlands Education Trust



HEAD OF ENGLISH

For September 2018

Salary: Dependent on Experience £22,917 to £38,633 plus TLR 1B (£9,474)

The West Bridgford School has an opportunity for an enthusiastic and experienced Teacher of English to join and lead an outstanding department in a high-performing and over-subscribed school.

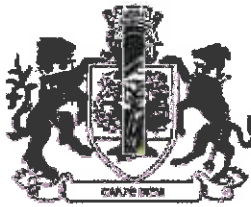
The Head of Department will be responsible for teaching and learning in English with support from three additional responsibility holders within the department. The person we are seeking will be an outstanding teacher across the ability and age range, able to promote innovation in teaching and learning and work in a supportive way with colleagues. They will work with the Director of English who works 50% within the English department at West Bridgford School. The successful candidate will, however enjoy a high degree of autonomy working within the Trust's strategic direction for moving the department even further forward.

We are offering excellent professional development opportunities, the chance to work as part of a team committed to continuous improvement, a positive learning ethos with all abilities of students and the opportunity to teach A Level English.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.wbs.school/vacancies or email vacancies@wbs.school. Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is 12 noon on Wednesday 21st March 2018



The West Bridgford School

The West Bridgford School is a very popular 11 to 18 comprehensive school situated in the Rushcliffe district of Nottinghamshire on the outskirts of Nottingham. It acquired foundation status in January 2006, and converted to an Academy in April 2011. The school's popularity has led to a steady growth in pupil numbers to its current size of 1593, including 349 pupils in the sixth form. In January 2004 we opened a new Post-16 Centre providing a common room and teaching areas for those students following AS/A2 courses, this was further extended in 2008 to accommodate increasing numbers.

The school's catchment area is the western side of West Bridgford. Within this area there are four primary schools, from which the vast majority of the school's intake originates. There is close co-operation and liaison between the primary schools and the West Bridgford School, and a great deal of preparation takes place to ensure that pupils experience a smooth transition between primary and secondary school.

Although the school is situated in one of the most affluent areas of Nottinghamshire the intake is truly comprehensive with the full range of attainment and socio-economic backgrounds represented. Some 20% of the pupil population originates from an ethnic minority and the number of pupils with special educational needs is close to the national average. The school has a policy of inclusion and strives to ensure that all pupils and prospective pupils are provided with appropriate support and resources to enable them to reach their full potential.

The school has consistently achieved excellent examination results and is presently the highest performing school in the county at GCSE and 'A' level with 93% of our children obtaining the five higher grades (including English and Maths) at GCSE and an average point score per entry of 227 at 'A' level. Our curriculum is largely academic and we only offer 'A' levels at post 16.

In November 2011, the school was inspected by Ofsted and classified as Outstanding.



Generic Job Description

Post Title:	TEACHER
Purpose:	<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. To monitor and support the overall progress and development of students as a teacher/ Form Tutor To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To contribute to raising standards of student attainment. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting to:	Head of Department
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Head/Deputies, teaching/support staff LEA representatives, external agencies and parents.
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department. To contribute to the Curriculum Area and department's development plan and its implementation. To plan and prepare courses and lessons. To contribute to the whole school's planning activities.
Curriculum Provision:	To assist the Head of Department, the Deputy Head Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
Curriculum Development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.
Staffing	
Staff Development:	<ul style="list-style-type: none"> To take part in the school's staff development programme by participating in arrangements for further training and professional development. To continue personal development in the relevant areas including subject knowledge and teaching methods.
Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> To engage actively in the Performance Management Review process. To ensure the effective/efficient deployment of classroom support To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance:	<ul style="list-style-type: none"> • To help to implement school quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. • To review from time to time methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management Information:	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
Marketing and Liaison:	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.
Pastoral System:	<ul style="list-style-type: none"> • To be a Form Tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. • To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.

	<ul style="list-style-type: none"> • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff • To contribute to PSHCE and citizenship and enterprise according to school policy • To apply the Behaviour management systems so that effective learning can take place. • To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
Teaching:	<ul style="list-style-type: none"> • To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.
Other Specific Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	

Employees will be expected to comply with any reasonable request from a 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 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.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: March 2012



The West Bridgford School
ENGLISH DEPARTMENT



The West Bridgford School English department aims to be progressive, forward-thinking and able to respond rapidly to change within a context of traditional values and high expectations. The successful candidate will need to be skilled in the use of ICT for teaching and learning and be fully committed to helping students achieve high standards of academic success.

The English Department consists of fourteen specialist teachers. Leadership within the subject is provided by the Director of English for EMET, a Head of Department, two Deputy Heads of Department and an Assistant to the Head of Department. All of our teachers have been provided with laptops and iPads. In addition, there is a central resource area and easy access to practical equipment.

Teachers in the English department work in a very collaborative and supportive environment. All teachers are expected to teach students of all ages and abilities in Key Stages 3, 4 and 5. Our aim is to make English as accessible and enjoyable as possible for all our students through the use of a variety of high quality teaching methods to accommodate different learning styles.

All Students in Key Stage 3 and 4 get seven one hour English lessons across a fortnight. Year 7 pupils are placed into sets based on ability. Each year the students are allocated to appropriate groups on the basis of key assessments. The students follow a Key Stage 3 scheme based around developing the key skills required for success at GCSE which is completed by the end of year 8. In Year 9 we begin our Key Stage 4 Programme of Study.

In Key Stage 4 pupils enter for two AQA GCSE qualifications: English Language and English Literature. Additional staffing is provided throughout Key Stage 4 to allow personalised intervention and support with targeted groups and students – particularly those who are not yet secure at Grade 4/5 standard.

English is a very popular and successful subject at A level. The department currently offers English Literature, English Language and Media Studies.