



**The London Nautical School**  
*Over 100 years of Nautical Education*



# English Department 2ic APPLICATION PACK

February 2018



**THE LONDON NAUTICAL SCHOOL** 61 Stamford Street, Waterloo, London SE1 9NA

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*Additional documents supplied  
with this application pack:*

- Application form
- Guidance Notes for Applicants
- Asylum & Immigration form



## Letter to Applicants

**The London Nautical School**

61 Stamford Street, Waterloo, London SE1 9NA

February 2018

Dear Applicant

**Ref: English Department 2ic**

Thank you for your interest in the post of English Department 2ic. The London Nautical School is a totally unique boys' school right in the heart of London. We are looking for an experienced teacher who now seeks to take responsibility for shaping key areas in the English Department. We look forward to receiving your application.

If you are shortlisted, the selection process may include tests as well as an interview. If you have any questions about the recruitment process, or if you have a disability and have particular requirements you would like us to consider, please contact me at the address below..

The post is 'exempt' under the Rehabilitation of Offenders Act 1974. The successful candidate for this post will be asked to apply for an Enhanced Disclosure. Please note that in relation to Section G on the application form, if you do have a criminal record or pending prosecutions, your declaration of this should *not* be sent with the application form but should be sent under separate confidential cover to *Karen Powell, School Business Manager*. Please ensure that your full name and post title are included with any information sent. Please read the guidelines also supplied for further information.

Please return your application form by 12 noon on Friday 9th March 2018 by email to [recruitment@lins.org.uk](mailto:recruitment@lins.org.uk) or by post to:

*The London Nautical School,  
FOA: Karen Powell, School Business Manager,  
61 Stamford Street, London SE1 9NA*

If you do not hear from us within one week of the closing date, you can assume that you have not been shortlisted on this occasion.

If you are shortlisted you will be invited to take part in a selection process which will held week beginning Monday 19th February 2018.

Yours sincerely,

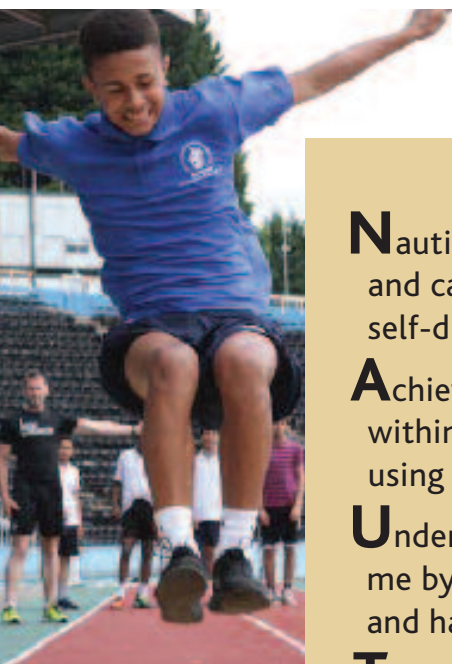


Andrew Bull, Headmaster

*You are welcome to visit the school ahead of submitting an application to experience our great department for yourself. Please email [recruitment@lins.org.uk](mailto:recruitment@lins.org.uk) to arrange a visit or find out more.*







**N**autical ethos of mutual respect, hard work, self-discipline and care for others leading to learning to become a self-disciplined leader.

**A**chievement: learn and achieve beyond my expectations within an internationally-enriched and expansive curriculum, using world-class technology, with people who care.

**U**nderstanding of me as an individual: staff who know me by name and help make my experience of school rich and happy.

**T**eaching that inspires me, that challenges me, that gives me a lifelong love of learning.

**I**nteract with our local community and develop strong partnerships between it, school and home.

**C**are and value my education and to be challenged, engaged and excited about learning.

**A**spire to make a difference through our academic, moral and social formation.

**L**earn and prepare for life beyond school and learn to respect the world around us.



## English Department 2ic

**Salary:** Inner London Pay Scale + TLR 2a

**Start date:** September 2018

The London Nautical School requires an English Department 2ic to join our dynamic team here on London's South Bank. This role would suit an experienced teacher who now seeks to take responsibility for shaping key areas in the Department.

Our school has a unique history, operates in a brilliant listed building on the South Bank of the Thames and contains a team who are both proud of our track record and ambitious to develop further. Our department strives to embrace the richness of a proud English literary heritage, the affordances of our being located in the heart of London's cultural mecca and the thrill of working with a broad and multiethnic intake of young Londoners.

In our teachers we prize innovation, rigour and passion in equal measure. Teachers of English at The London Nautical School experience a high degree of autonomy and thrive in a culture of professional respect and collegiality. We seek applicants who can demonstrate that they embrace their professional role in all its dimensions.

The London Nautical School, with its 650 students, is a close-knit, warm environment. We seek colleagues who value this and wish to contribute to the wider life of the school.

### **Further information:**

If you require further information please email [recruitment@lins.org.uk](mailto:recruitment@lins.org.uk) or visit our website <http://www.lins.org.uk/Job-Vacancies> or call **Karen Powell, School Business Manager** on 020 7620 2921.

**To arrange a visit prior to submitting an application:** please email to [recruitment@lins.org.uk](mailto:recruitment@lins.org.uk)

### **How to Apply:**

Please send your completed application form via email to [recruitment@lins.org.uk](mailto:recruitment@lins.org.uk) or by post to: **Karen Powell, School Business Manager, The London Nautical School, 61 Stamford Street, London SE1 9NA.**

**Closing date for completed application forms:** Friday 9th March 2018 at 12 noon

**Interview date:** week beginning Monday 19th March 2018

### **Lambeth Council is committed to safer recruitment**

Successful candidates will be asked to apply for an Enhanced Disclosure from the Criminal Records Bureau. Further information about the disclosure can be found at [www.gov.uk/db](http://www.gov.uk/db)s and in the recruitment pack. Lambeth aims for quality services and equal opportunities for all. [www.lambeth.gov.uk](http://www.lambeth.gov.uk)





*This job description should be read in conjunction with the professional duties set out in the School Teachers' Pay and Conditions Document, the schools' Pay Policy and Performance Management Policy.*

## SECTION A

### Job title

English Department 2ic

### Grade

ILPS + TLR 2a

### Reporting to

Head of Department

## SECTION B

### Staff Supervised

None

## SECTION C

### Purpose of Post

To act as second in charge of the English Department

## SECTION D

### Main Duties, Responsibilities and Functional Links

1. To act as second in charge of the English Department, in particular to have responsibility for all aspects of Key Stage 3 including its promotion and effectiveness, and to undertake some additional management tasks.
2. To oversee extra curricular provision to raise the profile of English and Literacy across the school.
3. To teach English to all ages and abilities.
4. To support and promote the vision and values of the School as expressed in the Mission Statement in and beyond the classroom.
5. To support and promote the policies of the School, especially with regards to Behaviour, Learning and Equality.
6. To have responsibility for the members of a tutor group if required.
7. To support the Head of Department with monitoring and tracking of progress.
8. To maintain and develop a whole school subject Policy.
9. To work with the Head of Department to create a suitable environment within the department in which effective teaching and learning takes place and to maintain high standards of order, work and behaviour.
10. To contribute to the annual department SEF and Department Development Plan.
11. To deputise for the Head of English in their absence and to provide support in all aspects of the running of the Department.
12. To undertake lesson observations within the Department. have responsibility for the members of a tutor group if required.
13. To be accountable to the Head of Department for the progress of pupils, curriculum development, quality of teaching and deployment of resources in the designated Key Stage.
14. To oversee the schemes of work for KS3 and actively develop schemes of learning with the HOD for KS3 such that it adequately prepares for KS4.
15. To perform any other task reasonably deemed by the Headteacher to be commensurate with the post.

## General

To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

## Data Protection

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data Protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

## Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

## Health and Safety

1. Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
2. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

## Safeguarding

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority



## Attributes & Qualities

Essential  
Desirable

QUALIFICATIONS			
1	Qualified Teacher Status	✓	
2	Degree or equivalent in Subject		✓
TRAINING AND EXPERIENCE			
1	Experience of teaching and passion for your subject	✓	
2	Are, or have the potential to be, an outstanding teacher who models high quality teaching and learning	✓	
3	Able to inspire, challenge and motivate both students and teachers	✓	
4	Have an achievement focus and believe in students fulfilling and exceeding potential	✓	
5	Set and achieve ambitious, challenging goals and targets	✓	
6	Knowledge of relevant current and forthcoming educational issues		✓
RELATIONSHIPS			
1	Enjoy working with young people	✓	
2	Excellent inter-personal and communication skills enabling you to support student needs	✓	
3	A team player who can work with others within and beyond the school including parents and external providers	✓	
4	Have positive and mutually supportive working relationships with all colleagues	✓	
5	A sense of humour and an ability to retain a sense of proportion when working with young people	✓	
SKILLS			
1	Strong interpersonal skills both written and oral	✓	
2	Self motivated and resilient	✓	
3	Able to work under pressure and meet deadlines	✓	
4	Able to present effectively to large groups of students and parents		✓
5	Think creatively to anticipate and solve problems	✓	
6	Use ICT and appropriate new technologies to achieve excellence		✓
ATTITUDES			
1	Belief in the responsibility of school to include students with a diverse range of educational needs	✓	
2	Committed to continuing personal professional development	✓	
3	Recognise and take account of the richness and diversity of the school's communities and actively promote equal opportunities	✓	
4	Contribute to the life of the school and range of opportunities for our students	✓	
5	Can represent the school in a style commensurate with its ethos and expectations	✓	
6	Ambitious and seeking an opportunity for further leadership development	✓	
7	Good attendance record	✓	



### The London Nautical School

61 Stamford Street, Waterloo,  
London SE1 9NA.

**telephone:** 020 7928 6801

**fax:** 020 7261 9408 (Main Office)

**email:** adminteam@lns.org.uk

**website:** www.lns.org.uk

