



The John Bentley School

An Outstanding Centre for Learning

Principal: Mr Jason Tudor

RECRUITMENT PACK



TEACHER OF ENGLISH



Teacher of English Recruitment Information Pack

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Please also find our full Safeguarding Policy on our website: www.johnbentleyschool.com/policies



The Application Process

We hope that this application pack and our website www.johnbentleyschool.com inspires you sufficiently in that you feel it important to apply for this post.

If you have any questions regarding any aspect of the application process or need additional information please contact Becky Taylor, HR/PR Administrator via rta@johnbentley.wilts.sch.uk

How to apply

Please visit our website for an application form and complete a letter of application which should be returned with the application form.

It should include:

- personal educational philosophy
- experience, knowledge, skills and personal qualities which will equip you for this post

It is expected that applicants will make links between their experience and philosophy and the details contained in the job information/person specification. Please ensure that your letter of application does not exceed two sides of A4.

Our preferred method of application is by email to the HR / PR Administrator via rta@johnbentley.wilts.sch.uk.

It should be noted that it is a requirement of the Governors of The John Bentley School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

Important Dates

Closing date for receipt of applications: 9am – Monday 19 March 2018

Interview Date: TBC



Teacher of English

MPS / UPS

Full or Part Time Available (+ TLR 2 responsibility for the right candidate)

Permanent

Appointment Date: September 2018

We are seeking to appoint a well-qualified, highly motivated professional to our English Department on a permanent basis from September 2018. We welcome applications from all excellent classroom practitioners, particularly those who share our love of all aspects of English and who are keen to inspire students through teaching exciting lessons, implementing creative and personalised activities and supporting progress through high quality assessment and feedback.

We are a forward thinking co-educational Academy with c.900 students on roll and a highly committed and enthusiastic staff team. Situated in a beautiful location, the school is within commuting distance of Bath, Swindon and the M4.

Our most recent Ofsted inspection (June 2013) confirmed the school was 'Good in Every Category' and that "students make good or outstanding progress as a result of high expectations and students being given the opportunity to discuss their work". This is testament to the expertise and passion of our staff and to our hardworking and friendly students.

We are looking to appoint an enthusiastic teacher who will be:

- an outstanding English teacher with a passion for teaching and learning
- passionate about their subject, bringing energy, enthusiasm and new ideas to the classroom and department
- ambitious for themselves and their students, wanting the best outcomes for all whatever their backgrounds or their barriers to learning

The John Bentley School is a great place to teach English. We are continually raising standards to produce the highest levels of student achievement and are seeking to appoint a highly motivated professional who shares our aims and our ethos.

Applications are welcome from both experienced and newly qualified teachers.

We welcome visits to the school for prospective candidates. Please contact the school office to arrange your visit.

For further information and an application form, please visit the vacancies section of our website and download the recruitment pack. For any other queries, please phone the school reception on 01249 818100 or email Becky Taylor, HR/PR Administrator at rta@johnbentley.wilts.sch.uk.

Closing date for receipt of applications: 9am – Monday 19 March 2018

Interview Date: TBC

We look forward to receiving your application should you be interested. If you have not heard from us by the interview date, you may assume that your application has been unsuccessful on this occasion. Unfortunately, we are unable to offer feedback on individual applications that are not shortlisted for interview.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an enhanced DBS disclosure.



Job Description for the Teaching and Learning Coordinator for KS3 English	
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 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:	Directors of English
Responsible for:	The provision of a full learning experience and support for students

Principal (Core) Responsibilities	
Operational/ Strategic	<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 To contribute to the curriculum area SDP and its implementation To plan and prepare courses and lessons To contribute to the whole school's planning activities
Teaching, Learning and Curriculum:	<ul style="list-style-type: none"> To assist the Directors of English and Deputy Headteacher to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining and awarding bodies and the school's aims To assist the Head of Year in the process of curriculum development for Personal Development Time (PDT), Personal, Social, Health and Economic Education (PSHE) and other tutor group and year group provision
Staff	<ul style="list-style-type: none"> To take part in continuous professional learning, utilising the school's self-evaluation processes To maintain good subject knowledge and an awareness of excellent, current practice in teaching To engage actively in the Appraisal and Review Process To ensure the effective and efficient deployment of classroom support To work as a member of designated teams and to contribute positively to effective working relations within the school
School Self Evaluation	<ul style="list-style-type: none"> Support the Curriculum Leader, Head of Year and other post holders in meeting the expectations described in the School Self Evaluation handbook, including reporting procedures and deadlines.
Communications	<ul style="list-style-type: none"> To communicate effectively with the parents of students, as appropriate Where appropriate, communicate and work with persons or agencies outside the school To maintain appropriate student records To complete relevant documentation in support of student tracking To track student progress and use information to inform teaching and learning, engaging with whole school assessment, recording and reporting procedures (including Academic Mentoring and other consultations)



Resources	<ul style="list-style-type: none">• To work productively with the Directors of English to ensure effective ordering and management of resources
Student Guidance	<ul style="list-style-type: none">• To be a Tutor• To promote the general progress and well-being of individual students and of the tutor group as a whole• Under the leadership of the Head of Year, ensure implementation of the school's pastoral and guidance systems• To register students, and encourage their full engagement in all aspects of school life• To contribute to the teaching of, and deliver, PDT and PSHE in line with school policy and work with the Head of Year to plan an appropriate, differentiated PDT and PSHE curriculum• To apply behaviour for learning systems so that effective learning can take place• To liaise with other staff, as appropriate, in response to problems experienced by students across the curriculum• To play a central role in managing the learning of students in the tutor group

The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.



ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE
Personal	<ul style="list-style-type: none"> ▪ Be passionate about teaching English ▪ Possesses a 'can do' attitude ▪ Creative and proactive in finding solutions ▪ Flexible and adaptive to changing needs and priorities ▪ Resilient, calm and tenacious under pressure ▪ Passionate about inclusive practice and equality of opportunity ▪ Relentless in finding ways to remove any barriers to success ▪ Excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students and parents ▪ Commitment to the protection/safeguarding of all students ▪ Self-reflective practitioner who always seeks to improve ▪ Willingness to contribute to the extra-curricular life of the school ▪ Sense of humour 		Application form Letter References Lesson Observation Interview Student Panel
Competence Knowledge Abilities Skills Experience	<ul style="list-style-type: none"> ▪ Be an outstanding English Teacher with evidence of impact on student outcomes ▪ A proven track record of total commitment to helping every student achieve their very best and make good progress ▪ Have very high expectations of the learning of all students at all times ▪ Have a good understanding of how data supports and enhances student progress and achievement ▪ Be a positive team player with a strong commitment to professional development ▪ Embrace new technologies and ideas that enhance the learning of English ▪ Highly self-motivated ▪ Able to prioritise workload and work well under pressure with competing deadlines ▪ Good ICT skills 	<ul style="list-style-type: none"> ▪ Experience and evidence of teaching outstanding lessons 	Application form Letter References Results Certificates* Interview Student Panel
Qualifications and Training	<ul style="list-style-type: none"> ▪ Degree ▪ Qualified Teacher Status (QTS) 	<ul style="list-style-type: none"> ▪ Potential for future career in middle leadership 	Application Form Letter References Certificates*

*Original Certificates will be required at interview stage.