

# **BADMINTON SCHOOL**

## **Appointment of a Maternity Cover Teacher of English**

### **(0.6 FTE approximately)**



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#### **Background information**

#### **Commitment to Safeguarding**

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

#### **The School**

Badminton is a leading independent school for girls. Founded in 1858, the school occupies an attractive 15-acre campus in the north-west of Bristol and admits girls from age 3 -18. There are approximately 350 girls in the senior school which can accommodate up to 200 boarders. In the Junior School there are 130 girls who are all day pupils, the majority of whom are day pupils.

Academic standards at Badminton are high but the emphasis is on all-round education and on providing numerous opportunities for personal development. The boarding ethos enables the timetable to include periods for some extra-curricular work and activities, to which all staff contribute. Lessons are timetabled each day until 4.00 pm, 5.30 pm or 6.05 pm and staff can usually expect to teach lessons after 4.00 pm twice a week. There is no teaching per se on Saturdays, although there are activities and events. Matches are played on Saturday mornings and mid-week.

#### **The School's Vision and Values:**

"Badminton provides the best preparation for girls living and working in a global society"

#### **Values:**

- To provide an education which nurtures intellectual curiosity and which is challenging and fun, balancing academic excellence with fulfilment of individual potential in the arts, sport and extra-curricular activities.
- To provide pastoral care which teaches respect and tolerance for the whole community and requires each girl to take responsibility for herself and others. To create opportunities for every girl to make a contribution to the well-being of the school and genuine mutual support.
- The international mind-set of the school aims to create an awareness of the needs and concerns of society at local, national and global levels.
- Badmintonians leave the school as curious, confident and courteous individuals who will thrive in a competitive, global society.
- Badminton respects the past and looks to the future, ensuring good stewardship of the Badminton name, the campus and the School's world-class reputation.

## **The English Department**

The successful applicant will join an exceptionally dynamic English Department with a proven track record of success in all aspects of School life. The Department has a long-standing tradition of delivering an innovative curriculum and prides itself on the quality of teaching and learning. This is achieved through excellent and evolving subject knowledge, continuously reflective teaching practice and through the development of warm and mutually respectful relationships with pupils. There are currently 5 teachers in the Department: 3 full and 2 part-time staff. The English Department is also part of the Liberal Arts Faculty at Badminton School. This is one of two faculties, the other being STEM.

All girls take English Language and Literature for GCSE and the uptake for English Literature A Level is strong. The Department currently follows the OCR GCSE English Language course and the Edexcel GCSE Literature course. At A Level, the OCR specification in English Literature is followed. The English Department is proud of its success in public examinations; in the summer of 2017 65% of girls gained an A or A\* at A Level, with all save one student gaining a C grade or above. At GCSE 66% gained grades 7-9 for English Language and 92% gained an A or an A\* in IGCSE English Literature (the last cohort to take the legacy qualification).

The majority of girls leaving the Sixth Form go on to Higher Education and every year girls apply to read English at universities including Cambridge, Durham and Cardiff. Former A Level English pupils have gone on to achieve outstanding results in English at top universities.

The Department offers a wide range of enrichment activities such as annual theatre trips for each year group to London, Stratford and Bristol. Emphasis is placed on the importance of oral skills: all Year 8 girls gain a speaking qualification awarded by the English Speaking Board; there are opportunities to take part in public speaking and debating competitions and girls here have achieved great success in debating competitions such as the English Speaking Union MACE debating competition. Creative writing is encouraged at all stages in the curriculum; there is a prestigious in-house creative writing competition (in memory of former pupil Iris Murdoch) and annual celebration of National Poetry Day and World Book Day. This year, the Department also launched an alternative to the now-defunct Creative Writing A Level course: the Apprentice of Fine Art (AFA) in Creative Writing for Sixth Form students. Wider reading is promoted through reading groups and carefully formulated reading lists. Added to this, the Department is also committed to fostering links with local primary schools and a group of Lower Sixth girls has recently started to visit a nearby primary school to help children develop a love of reading.

It is anticipated that the post holder will teach approximately 0.6 of a timetable. The ability to teach PSHE would be an asset.

The termination date of this maternity cover post is dependent on the plans of the member of staff whose maternity you will be covering. Your contract of employment, when issued will include a provision requiring the school to give you at least 14 days' notice of their return to work. The 14 days' notice period is a minimum; the School would expect to be able to give the post holder a longer period of notice than this and to reach a mutual agreement on the termination date of this maternity cover well in advance.

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**Aim of the role:**

- To teach your subject(s) in an interesting and challenging manner, enabling each pupil to realise her potential;
- To stimulate and foster enthusiasm for your subject(s) within the School;
- To adhere to all school policies and procedures (e.g. Child Protection, Health and Safety, Appraisal), including all school and departmental educational policies;
- To support the School's vision and values.

**Accountability:**

You are responsible firstly to your Head of Department, and ultimately to the Director of Studies on academic matters, to the Deputy Head on matters of welfare and discipline, and ultimately to the Headmistress.

**Main purpose:**

Under the direction of the Head of Department:

- a) To contribute to the teaching of the Department with particular emphasis on English
- b) To participate in the development of appropriate specifications, materials and schemes of work.

**Key Responsibilities – academic:**

Under the direction of the relevant Head of Department to:

- Contribute to the teaching of the department as set out in the timetable;
- Prepare lessons taking account of the pupils' abilities within each teaching group/set;
- Identify, encourage and help to realise each pupil's academic potential;
- Employing good subject knowledge, become fully acquainted with the appropriate specifications and schemes of work and carry out the requirements thereof;
- To keep abreast of all developments in your subject(s);
- Be a good ambassador for the subject; Attend departmental meetings, subject meetings and INSET courses as appropriate;
- Take a proportional share of responsibilities for departmental activities (e.g. trips, lectures, societies, intranet maintenance, HE advice), new initiatives and provision and maintenance of resources (e.g. the writing and updating of schemes of work, the display of pupils' work, etc);
- Manage the classroom environment in a way conducive to successful learning and the maintenance of good pupil discipline, making use of sanctions and rewards in line with school policies;
- Check the attendance of and keep necessary academic records for groups taught and apply the School's assessment framework;
- Maintain an up-to-date knowledge of pupils with special needs and facilitate their work accordingly;

- Set and mark a proportional share of the internal examinations, entrance papers, scholarship papers, mark coursework, write reports and grades according to School Policy;
- Set and mark work regularly for all pupils, in accordance with departmental guidelines;
- To support the Departmental Development Plan;
- As appropriate, be aware of all departmental and school health and safety requirements including relevant risk assessments and contribute to their development as necessary.

#### **Other academic responsibilities:**

- To attend all relevant meetings (with staff, parents, pupils, prospective parents and pupils, and visitors);
- When occasion demands, to communicate politely, helpfully and effectively with parents and guardians;
- To write references as necessary;
- To ensure that appropriate use is made of ICT;
- To adhere to the Staff Dates List and attend staff meetings, In-Service Training, a limited number of whole school events as identified by the Head and to support school activities;
- To participate in the School's scheme of staff appraisal and engage in CPD and peer observation.
- To foster and maintain good relationships with other schools, professional organisations and outside bodies;
- To invigilate internal and external examinations and to provide cover, within reasonable limits, for absent colleagues as required;
- To carry out any other task at the reasonable request of the Headmistress;
- To supervise projects, such as extended essays, as requested.

#### **Key responsibilities – pastoral:**

All staff are expected to conduct themselves in an appropriate manner at all times and to support and foster the vision and values of the School. They must undertake a pastoral responsibility as a form tutor, Sixth Form tutor or House tutor (as set out in those job descriptions) and to contribute to activities, clubs and events which underpin and enhance the intellectual, cultural and physical and social life of the community. Each member of staff is also associated with one of the 6 Houses and is expected to support their House events and activities. All staff may be required to deliver of the School's PSHE programme when required and ensure that they are familiar with the School's Child Protection, Safeguarding, Health & Safety and ICT acceptable use guidance.

#### **Key responsibilities – extra-curricular:**

To participate in the school's extra-curricular programme; this means offering at least one extra-curricular activity per week in addition to departmental activities as agreed with the Head or Deputy Head.

#### **Key responsibilities – general:**

- To share in the responsibility for maintaining high standards of discipline, courtesy and appearance among the pupils, while promoting their welfare, safety and happiness;
- To contribute to the collective work of the teaching staff in providing daily duty teams as per the Deputy Head's schedules;
- To take a proportional share of examination invigilation;
- To exercise a duty of care to promote the safeguarding and wellbeing of pupils and contribute to the maintenance of a safe and secure school environment;

- To behave at all times with an awareness of the ambassadorial role that teaching at Badminton entails. Participate as appropriate in whole school marketing events, such as open days and activities days and also at School community events;
- To support the School's Development Plan;
- To attend meetings as required.

**This is not an exhaustive list of tasks. Further details of the responsibilities and duties of staff may be found in the Staff Handbook.**

**This job description is subject to regular discussion and review.**

## **The Badminton Florin**

Badminton is a boarding school and this means that, for all pupils, boarding is at the heart of the Badminton experience. A majority of girls in the Senior School are boarders and the School holds it as important that all staff, whether or not directly employed in a role in boarding, understand and contribute to the boarding life of the School.

Full time roles offered at Badminton now include **a minimum** of the following boarding duties:

Autumn Term	1 regular evening per week (6pm-9pm or 7pm to 10pm as appropriate to the Boarding House) or 3 weekend days over the term.
Spring and Summer Term	1 regular evening per week (6pm-9pm or 7pm to 10pm as appropriate to the Boarding House) or 2 weekend days per term.

Part-time roles will normally undertake an equivalent proportion of duties. However, as this post is a part time maternity cover post, this is not a requirement but it is available should the successful candidate wish to participate in these duties.

## **Allowance**

The allowance for this pattern of Boarding duties will be set at £1,500 per annum (or pro-rata for part-timers) and is payable in equal monthly instalments in arrears. The level of this allowance will be reviewed on an annual basis, there is no guarantee of an increase but any increase will take effect 1 September. This allowance forms part of a teacher's pensionable salary.

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*Education and qualifications*

Applicants must have appropriate academic qualifications for the role, which for most teaching posts means a good degree in the relevant subject.

Their subject knowledge will be excellent and they will be capable of sharing their expertise at levels commensurate with the age and abilities of their classes.

Applicants should have qualified teacher status, although the School may also from time to time accept applicants who are on an accredited programme working towards Qualified Teacher Status.

*Teaching experience*

Some teaching experience in the subject applied for is generally desirable, although not essential if candidates are applying for a first post in teaching. All applicants however, should have experience of working with young people in some capacity and should have some knowledge of how to enthuse, lead and manage teams and groups.

*Knowledge and understanding*

Applicants should demonstrate a clear understanding of the secondary curriculum and its assessment, have an ability to employ a range of effective teaching, learning styles and assessment methods and possess the ability to use assessment data to inform planning and set targets

*Teaching and learning*

Applicants must be motivated to work with young people, be able to form and maintain appropriate relationships with pupils and establish personal boundaries, have emotional resilience and be able to maintain good order. They will be thorough in preparing lessons and in assessing and monitoring progress. They will keep full records and write detailed reports.

*Personal qualities*

Applicants will be personable, of smart appearance and have good social skills. They will be organised, punctual and efficient in organising their workload and managing their time effectively. They will be competent in the use of IT. They will work well in a team and be responsive to advice and guidance.

All applicants are expected to share the School's vision of the benefits that single sex education provides.

The successful applicant will contribute widely by taking on the role of tutor and by playing a full part in the sporting and extra-curricular activities of the School and in the boarding life of the School.

In addition to the above, the successful applicant will be expected:

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;

- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.



Candidates should complete and return the Application Form and letters of application addressed to the HR Manager, to reach the School by **9.00am on Monday 16<sup>th</sup> October 2017**. **Interviews will take place on Thursday 19<sup>th</sup> October 2017**.

All sections must be completed, including the names and addresses of two referees, one of whom should be your current employer (if applicable) and a full education and employment history.

All applicants will be asked the reason for leaving previous roles if this is not explained on the application form. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Please submit your application by email or on single-sided sheets of **A4** paper held together with a single paper clip (no staples) since multiple copies will be made. **We do not accept/review curriculum vitae so please do not enclose this.**

**It is School policy that we write for employment references during the selection procedure and we may approach any previous employers for information to verify particular experience or qualifications, before interview.**

We would be grateful if you could complete the monitoring form and return this along with your application. Please address your envelope **for the attention of the Human Resources Department** or email it to: [HR@badminton.bristol.sch.uk](mailto:HR@badminton.bristol.sch.uk)

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

The School strives to contact all unsuccessful applicants to let them know that their application has not been successful. It is the School's policy not to provide individual feedback to candidates on why an application has not been successful

The School underwent a full ISI inspection in April 2009, the full report is available via a link from our website [www.badminton.bristol.sch.uk](http://www.badminton.bristol.sch.uk) or from the ISI website [www.isi.net](http://www.isi.net). We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Thank you once again for your interest and we look forward to receiving your application.

**Salary**

Badminton operates its own pay scale. Staff joining Badminton School are assimilated on to the Badminton Scale at a point appropriate to their qualifications and experience and the post to which they are appointed.

**Offer of the Post**

The offer of a post will be made subject to satisfactory written references, health declaration and enhanced DBS check.

Further information about Badminton School can be found on the school website:

[www.badminton.bristol.sch.uk](http://www.badminton.bristol.sch.uk)

October 2017