



**HAZEL GROVE  
HIGH SCHOOL**



Head Teacher: Mr M. Sibson, Jacksons Lane, Hazel Grove,  
Stockport, SK7 5JX

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# Teacher of English

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Recruitment Pack  
February 2018



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**HAZEL GROVE  
HIGH SCHOOL**

Believe

Achieve

Succeed

## Teacher of English

**Permanent · Full Time · Teacher's Main Pay Range · Start 1st September 2018**

Hazel Grove High School has a vacancy for an ambitious and enthusiastic Teacher of English to join our very successful English department. This is an ideal opportunity for either an experienced teacher or an NQT seeking their first post in an exciting and innovative school. The successful candidate must be willing to work in a strong English department, show a passion for their subject, be committed to high standards and be prepared to fully embrace innovative approaches. Negotiable starting point on the main pay scale for an outstanding candidate.

### We can offer you:

- Negotiable starting salary for outstanding candidates
- an opportunity to join our talented team as we continue to rise as an established and successful 11-18 school
- the opportunity to work at a "good" school within a strong English department
- a supportive and friendly working environment
- a chance to work with our fantastic young people
- excellent professional development opportunities including an excellent induction programme and support for NQT's
- a rich programme of CPD to prepare for middle management and promotion to senior management
- a school that believes in developing all it's staff and students to be the best that they can be
- childcare salary sacrifice scheme

*"Students work hard and behave well in lessons and around the academy"* OFSTED 2014

*"The standards students attain are consistently high"* OFSTED 2014

For a full recruitment pack and application form please visit the vacancies page of our website [www.hazelgrovehigh.co.uk](http://www.hazelgrovehigh.co.uk) alternatively please contact Mrs Michelle Hertel on 0161 456 4888. Should you wish to discuss this vacancy further please don't hesitate to contact us. Completed application forms can be sent to [recruitment@hazelgrovehigh.co.uk](mailto:recruitment@hazelgrovehigh.co.uk)

Unfortunately we do not accept CV's as a method of application, please do not apply if you have previously submitted an application in the past six months for this post.

**Closing date: 9am, Friday 16th February 2018**

**Interview date: TBC**

The successful applicant's appointment will be subject to satisfactory references and Enhanced Disclosure and Barring Service check.

Hazel Grove High School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## THE ENGLISH & MEDIA DEPARTMENT

There are currently twelve specialist teachers of English and Media within the department, with most classrooms grouped together. The department maintains its position as one of the highest achieving in the school as well as working towards new, exciting and forward thinking practice.

The English area also comprises the English staffroom, a facility which encourages a '*team feeling*' within the department. This team ethos is vital to the effective working of the department. Strong self-evaluation and internal supportive monitoring are carried out regularly and is seen as a motivational tool by the department. We are committed to ongoing development and improvement

Students at KS3 are grouped into mixed ability bands and are set at KS4. All students are entered for both GCSE English Language and English Literature and follow the new AQA specification. Media Studies and Film Studies are both GCSE options following the AQA and WJEC specifications. The department prides itself on its good record in external examinations, at Key Stage 3, Key Stage 4 and Key Stage 5 where results are consistently above the national average. At KS5 we offer A-Levels in English Language, English Literature and Media Studies.

New schemes of work have been written at Key Stage 3 and prepare the students for the linear GCSE course. Likewise, all our new KS3 Schemes of Work are underpinned by the new KS4 Assessment Objectives for Reading and Writing and we assess work using GCSE Grades 1-9. The department have also recently developed cross curricular lessons which focus on embedding the transferrable literacy skills. We also run a number of extra-curricular activities for students, including half termly English House competitions.

A booking system allows access to computer suites. All classrooms are equipped with projectors, interactive whiteboards and computers allowing the use of video, power point and the display of students' work through 'magic eye' cameras. Likewise, fortnightly library lessons are timetabled for all Year 7 and 8 classes, in our new library which is central to the English department.

The English Department at Hazel Grove High School is a very friendly, highly motivated, high achieving team. Our results at KS4 and KS5 are above average and we are committed to ongoing development and improvement. KS4 and KS5 Media Studies results are also well-above National average. Both curriculum areas share resources, ideas and good practice.

## **Job Description**

**Post Title:** Teacher of English

**Grade:** Teachers Pay scale

**Responsible to:** Head of English, Senior Leadership Link

### **Role Overview:**

To take responsibility for teaching and learning of the specified course within the key stage and plan lessons in line with national objectives. To keep up to date with developments within the subject area, new resources, methods and national objectives. The role also involves liaising with professionals, parents and carers. To carry out such associated duties as are reasonably assigned by the Headteacher.

### **Main Responsibilities**

#### **Teaching:**

- Plan and teach lessons to the assigned classes, to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations

#### **Whole school organisation, strategy and development:**

- Contribute to the development, implantation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Subject to 'rarely cover arrangements', supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

#### **Management of staff and resources:**

- Direct and supervise staff assigned to them and where appropriate other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

#### **Health, safety and discipline:**

- Promote the safety and well-being of pupils
- Maintain good order and discipline among pupils

#### **Professional Development:**

- Participate in arrangements for the appraisal and review of their own performance and where appropriate that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and where appropriate that of other teachers and support staff.

#### **Communication:**

- Communicate with pupils, parents and carers

#### **Working with colleagues and other relevant professionals:**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school

## General

- To strictly observe the principles of confidentiality.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Support the School's implementation of all other current statutory requirements, e.g. Equalities Act, Equal Opportunities, Child Protection.
- Participate in new initiatives and future changes in service delivery improvements to support the objectives of the School.
- To fulfil personal requirements, where appropriate, with regard to School policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To have responsibility for promoting and safeguarding the welfare of all students.
- The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, to work positively and inclusively with colleagues and stakeholders so that the School provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

March 2015

Reference No. of applicant\_\_\_\_\_



**Person Specification**

**Teacher of English**

**February 2018**

CATEGORY	CRITERIA	ESSENTIAL OR DESIRABLE	SCORE SHORTLISTING	HOW ASSESSED
<b>EDUCATION, QUALIFICATIONS AND TRAINING</b>	A graduate with appropriate teaching qualification in English	<b>E</b>		Application Qualification Certificates
<b>SKILLS, ABILITIES AND KNOWLEDGE</b>	A sound understanding of what constitutes effective teaching and learning within the classroom to provide challenge and support for all students	<b>E</b>		Application Interview References
	Commitment, energy, enthusiasm and an ability to motivate children	<b>E</b>		Lesson observation Reference
	A good understanding of classroom and behaviour management techniques	<b>E</b>		Lesson observation Reference
	Excellent communication skills	<b>E</b>		Interview Reference
	Good time keeping skills and an ability to work to deadlines	<b>E</b>		Application Reference
	Willingness to work as part of a team to implement and share new ideas	<b>E</b>		Application Reference
	Awareness of current thinking in the teaching of English	<b>E</b>		Application Interview

	Commitment to continuing to develop as a professional teacher	<b>E</b>		Application Interview
	Ability to confidently use ICT / learning technology as an aid to teaching and learning	<b>E</b>		Application Lesson observation
	Desire and interest to teach Media and Film at KS4	<b>D</b>		Application Interview
	Committed to safeguarding and promoting the welfare of children and young people	<b>E</b>		Application Interview
	Willing to contribute to the school's programme of extra-curricular activities	<b>D</b>		Application Interview
<b>EXPERIENCE</b>	Experience in the delivery of English at KS5	<b>D</b>		Application form Interview Reference

**Shortlist applicant: YES / NO**

Please ensure you read the 'Guidance Notes' in conjunction with the Job Description and Person Specification, when completing your application you will need to tell us how you meet the criteria. You will need to provide clear and concise examples of how you meet the criteria. During our initial shortlisting process we will score your application as follows:

3 points = Exceeds requirements

2 points = Fully meets criteria

1 points = Meets criteria (borderline)

0 point = does not meet criteria/unable to evidence

SCORES	Essential	Desirable
Shortlisting Totals		