



Teacher of English

required for September 2018

About St George's

St George's is an independent boarding and day school with approximately 300 pupils aged from 11-18 years about 45% of whom are boarders and with a Sixth Form of approximately 80 students. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA) and is ISC accredited.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

English at St George's

The objective of the English Department is to create an atmosphere in which both pupils and staff can achieve their own maximum potential in such a way that encourages learning, stimulates a love for English, achieves success in examinations and fosters a lasting interest in the subject.

Curriculum

We seek to deliver a lively and challenging syllabus to all of our pupils. Our specific aims are as follows:

- 1) to develop in all pupils the ability to write and speak with clarity, accuracy, insight and imagination, and to become competent users of Standard English;
- 2) to teach pupils to criticise their own and others' writing in terms of purpose, audience and content;
- 3) to teach pupils to read texts of all kinds with discrimination, so that they develop the ability to read independently, for enjoyment, information and personal growth;
- 4) to instil an enduring love of literature.

At Key stage 4, pupils are prepared for the Edexcel iGCSE examinations in English Language and English Literature. English Literature (Edexcel) is taught at A Level.

Extra-curricular activities

The Department runs the Creative Writing Club and the Senior Book Club (for members of staff and also pupils in the Fifth Year (Year 11) and Sixth Forms). The Head of English is Editor of the school magazine, "The Dragon".

Staffing

The English department currently has four teachers who are managed by the Head of English.

Facilities

The Department has three well-equipped classrooms dedicated to the teaching of English, as well as a departmental office and two storage rooms.

Job description

St George's is seeking to appoint a full-time English Teacher for September 2018. The role is principally to bring inspirational teaching to English in the curriculum. This includes Key Stage 3, iGCSE, and A Level. The post holder will be line managed by the Head of English on a day-to-day basis.

Person specification

The successful candidate will:

- hold an undergraduate degree in English or a closely-related discipline
- be a qualified teacher (holding QTS or its equivalent) or have equivalent experience
- have a record of outstanding classroom teaching at Key Stage 3, GCSE and A Level **or** show evidence of excellence on completion of a graduate or postgraduate teaching course (i.e. applications from NQTs are welcome)
- be able to demonstrate excellent subject knowledge
- promote high standards of education, care and behaviour
- be able to use ICT for a range of administrative and teaching purposes

- be an excellent oral and written communicator
- be well-organised and have the ability to plan effectively, clearly and well ahead, whilst being able to juggle successfully multiple tasks of varying size and importance
- show commitment to personal development and innovation
- be flexible and adaptable when going about his/her work
- have energy, commitment and stamina
- have a good sense of humour and be able to work effectively as part of a team
- be able to co-operate and work collaboratively with colleagues, pupils and parents
- be sympathetic towards the ethos of a busy boarding and day school

The following are the key duties and responsibilities:

- Teach English in the curriculum for iGCSE and A Level examinations.
- Teach English in the curriculum at Key Stage 3.
- Encourage pupils' learning and engender enthusiasm for the subject.
- Set and mark class work, prep work, in-year assessments, end-of-year examinations and entrance examinations.
- Keep records of work covered and pupils' progress.
- Attend parents' evenings for all classes taught.
- Prepare pupil reports in line with the school's protocol.
- Attend Continuing Professional Development courses.
- Attend all staff and Department meetings, including INSET at the start of each term, taking and sharing minutes if necessary.
- Attend Open Mornings and Education Days on occasional Saturdays if required.
- Act in the capacity of Form Tutor.
- Run a weekly extra-curricular activity after school.
- Take prep duty after school on four evenings per term.
- Carry out a weekly patrol duty.
- Maintain a positive and professional approach with parents and colleagues.
- Actively promote good behaviour amongst pupils.
- Organise and participate in educational visits.
- Cover for absent colleagues.
- Be a member of one of the school's Houses and attend House meetings
- Positively promote the school in the community.
- Support departmental colleagues in the consistent use of pupil rewards and sanctions.
- Other duties as occasionally directed by the Head of English

Terms of service

- Start date:** 1 September 2018
- Salary:** A competitive salary will be offered to the successful candidate, depending on experience, and based on the school's own salary scale.

- c. **Pension:** All teaching staff are included as members of the Teachers' Pension Scheme unless they elect to opt out.
- d. **Hours of work:** This is a full-time teaching post during school terms; additionally there will be a requirement to attend routine teaching events such as parents' evenings, staff training days preceding each term, and occasional Saturdays (e.g. Open Days) as notified by the Headmistress or senior management team.
- e. **Notice Periods:** The notice period required by either side to terminate your employment will be one term.
- f. **Facilities:** Lunch is provided during term time. Members of staff can use the school's sports facilities at allocated times. There is free on-site parking.

Disclosure and other pre-employment checks

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

How to apply

Applications

For details of this post and an application form please contact Mrs J Witt, PA to the Headmistress, on 01344 629904 or jwitt@stgeorges-ascot.org.uk

Letters of application should be no more than two sides of A4 and, together with the completed application form, should be sent to reach the School by **12 noon on Monday 5 February 2018.**

Applications should be sent to:

Mrs E M Hewer, Headmistress, St George's School, Wells Lane, Ascot, Berkshire, SL5 7DZ or emailed to headmistress@stgeorges-ascot.org.uk

First interviews will take place on **Tuesday 20 February 2018.**

Final interviews will take place on **Friday 23 February 2018.**