Carshalton High School for Girls



Temporary Teacher of English/Media Application Pack

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CARSHALTON HIGH SCHOOL FOR GIRLS

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Letter from the Headteacher

June 2018

Dear Candidate

Thank you for your interest in the position of Temporary Teacher of English/Media at Carshalton High School for Girls (CHSG). Since 1st April 2018, our school, together with Nonsuch High School for Girls and Wallington High School for Girls has been part of the Girls Learning Trust. Although part of a Multi-Academy Trust, each school retains its own identity. Further information is contained within the pack.

At CHSG our vision is to be 'a centre of excellence where staff and students learn and thrive together'. Our ethos is based on our core values of Community, Harmony, Success and Growth. Securing high achievement and the well being of students is at the heart of everything we do. First quality teaching, our strong pastoral system, excellent support and guidance where staff go the extra distance for students, and an extensive range of additional learning opportunities, ensure that the needs of every student are personalised and met and each student maximises their success.

Developing our staff and their wellbeing is a high priority so we provide a well-resourced environment where staff are supportive of each other and work collaboratively.

I hope after reading this pack you are interested in joining our dynamic school and staff team. If so, please complete the school application form and return it to Mrs Sam Willard (PA to the Headteacher) at the school.

I very much look forward to hearing from you.

Yours faithfully,

Vivien Jones
Headteacher

Girls' Learning Trust (GLT)

Message from Jane Burton, CEO

I am delighted that you are interested in a position in one of the NWET schools.

The Trust was formed in September 2015 and initially consisted of two schools: Nonsuch High School for Girls and Wallington High School for Girls. In April 2018, Carshalton High School for Girls joined and further strengthened our Trust. All three schools are located within the London Borough of Sutton and are within easy reach of each other.

The aims of the Girls' Learning Trust are to deliver a first class education for girls ensuring that they realise their full potential and leave the Trust well prepared for their future. With around 4000 students and a highly effective operating model, GLT gives member schools the financial strength to drive school improvement and provides increased opportunities for students and staff across the trust. We aim to be a 5 school Trust by the end of 2020, retaining the all-girls identity and operating within the London and South East region.

The aims of GLT are achieved through:

- Delivering excellent standards of teaching and learning consistently across the Trust based on the setting of high expectations for all and an evaluative approach to improving performance that secures strong outcomes for all our students.
- Developing strong collaboration across the Trust ensuring each school is a giver and receiver of support where needed.
- Ensuring effective professional development and career progression opportunities across the Trust in order to recruit and retain excellent staff.
- Delivering effective pastoral provision to all our students ensuring they are supported, developed and well cared for during their time in the Trust.
- Developing a strong understanding of how best girls learn, develop and thrive and using this to underpin our approach to education across the Trust.
- Promoting and developing high aspirations for our young women allowing them to become the successful female leaders of the future.
- Creating an exciting, challenging and creative curriculum across the Trust, both inside and outside of the classroom, to allow all students to realise their full potential.
- Securing a financially viable Trust through strategic financial management and by working collaboratively to secure financial efficiencies.
- Communicating effectively with and valuing all of our stakeholders realising the important role they play in the Trust.

For more information on the Trust please follow the link below:
www.nonsuchschool.org/321/welcome-from-the-ceo

The Trust model brings many advantages to staff at all levels in the schools. Free from some of the strategic, financial and operational responsibilities of a standalone role, the primary focus of the school Headteacher role within the GLT structure is to provide highly effective leadership and support of the teaching and learning within their school alongside day to day management. The school Headteacher is accountable for securing strong student outcomes and the delivery of an excellent standard of education for all students in their school. Each Headteacher reports to, and is supported by me in my role as CEO.

Staff are able to benefit from many different opportunities for development across the Trust. These include the opportunity to participate in the cross -trust Outstanding Teacher Programme (OTP) learning with and from colleagues in all the schools, an annual GLT conference that brings all staff in the Trust together and the chance to participate in trust training and development across a number of

areas. In addition, when you are at the stage when you want to consider moving to the next level in your career, a larger Trust brings more opportunities that a stand alone school may do.

Although the Trust plays an important role in each school, the GLT model ensures and values the fact that each school retains its own unique identity within the Trust which can be seen when visiting each school or looking at the website.

Joining a GLT school at any stage in your career is a way to combine the benefits of working for a larger Trust with the ability to feel part of a successful and vibrant school. I hope that after reading this information pack you decide to submit an application.

Jane Burton, CEO

Information about Carshalton High School for Girls

Carshalton High School for Girls is a highly successful, popular 11 to 18 comprehensive school. There are 1265 students on roll, over 80 teaching staff and a number of support staff who make a major contribution to the daily smooth running of the school in a variety of ways. Staff work as a cohesive team setting the highest professional standards as an example to the students.

Ofsted Inspected the school in November 2017 and judged the school as good in all categories and good overall. We were delighted with the judgements and many of the positive aspects highlighted:

- *"The school is a happy and safe community where pupils do well and staff are proud to work."*
- *"The headteacher and leadership team have high aspirations for the school. They are strongly supported by governors and staff."*
- *"Pupils make good progress overall and in 2017 the progress of disadvantaged pupils was*
- *particularly good."*
- *"The quality of teaching is good overall, with aspects that are outstanding. This helps pupils to make good progress."*
- *"An excellent range of enrichment opportunities contribute strongly to pupils' all-round development."*
- *"The school's care and support for pupils is outstanding. Staff understand pupils' needs extremely well and work closely with other agencies to provide extra help, should this be needed."*
- *"Pupils enjoy school and have good attitudes to learning. They behave well in lessons and around school."*
- *Pupils are welcoming and polite to visitors. They show pride in their school."*
- *"Pupils show respect for the beliefs of others and understand the importance of democracy and the rule of law."*
- *"Parents are positive about the school and the quality of education their children receive."*
- *"The sixth form provides students with good opportunities for academic and personal development. They are well prepared for the next stage of education or employment."*
- *"Students' progress on BTEC courses is outstanding, and progress on A-level courses is good."*
- *"The school is a genuine inclusive and caring community where pupils from different backgrounds are respected*."

The school is a designated Humanities/Arts College, has been awarded Artsmark Gold 4 times and and holds Investor in Careers Status.

The school is a member of the PiXL (Partnership in Excellence) Club.

Why work at CHSG?

We are totally commited to providing the best possible working environment for all staff.

Carshalton High School for Girls is a good place to work and we believe we have a great deal to offer staff who join our team.

In our recent inspection (November 2017), Ofsted commented on the school being a happy community and fed back how proud staff are to work at the school.

Our vision clearly states that we are a community where 'staff and students learn and thrive together' and we are totally committed to ensuring staff are given the opportunities and encouragement to develop both personally and professionally. There is a culture of distributed leadership and numerous examples across the school where staff have gained promotion.

Growth Mindset is a key part of our ethos, as is relevant Continuous Professional Development. The ethos of constant improvement and positivity underpins our work and staff are encouraged to 'grow' and 'develop' through programmes offered and the daily support and guidance given.

We are totally commited to providing the best possible working environment for all staff.

The school has a warm, friendly, calm atmosphere, something visitors comment on frequently. Behaviour is very good and the school often receives positive feedback from external organisations.

There are high expectations of staff, but everyone is extremely well supported. There is a culture of working collaboratively and of working with and helping each other. Supply teachers are happy to return and Student Teachers, NQT's and new staff praise the support and guidance given.

Staff wellbeing is a high priority; our commitment demonstrated by having an in-house wellbeing team.

A number of staff social events are organised throughout the year.

We constantly seek ideas and comments on how we can further improve our workplace and practice and are open to trying new ideas and initiatives that bring benefits to our community.

We have recently completed a £6.4 million build including new specialist facilities for Maths, Drama, Dance and Music and a brand new canteen and sports hall.

We are a school that seeks to constantly do better and whilst outstanding in many ways, we are ambitious and determined to secure further improvement.

Vivien Jones, Headteacher

Teaching Post Job Description

The role of the classroom teacher is crucial within the school. The importance of the quality of teaching and its impact on student learning cannot be underestimated. Without good quality planning, preparation and teaching, the students of the school cannot learn effectively and maximise their achievement.

All teachers at Carshalton High School for Girls are expected to support effectively the work of the department, and to work to the direction of the Faculty or Curriculum Leader.

Aims

The aims of this post are to:

- Foster high achievement and excellence in the subject
- Maximise student achievement
- Promote the work of the department.
- Support the delivery of the school's aims

Job Description

General responsibilities are to:

- Carry out the general duties and responsibilities of a professional school teacher, as contained in the STPC document, published annually
- Implement whole school and department policies
- Take part in scheduled meetings with colleagues and parents, in accordance with the school's published calendar
- Undertake break duties in accordance with published rotas, and other reasonable duties as required
- Cover for absent colleagues in accordance with the school's policy and procedures
- Participate in whole school and department arrangements for INSET and professional development.
- Undertake responsibility for personal professional development
- Organise and offer enrichment/extra-curricular activities for students
- Implement the school's systems involving the support and inclusion of students
- Use the Staff Information File and whole school policy documents to ensure that necessary systems and procedures are observed consistently across all staff
- Work to the reasonable direction of the Curriculum Leader, SLT and the Headteacher
- Undertake the school's systems of Performance Management
- Keep up-to-date with wider educational developments

Responsibilities in relation to students are to:

- Plan and prepare lessons for all assigned classes, including lesson plans with clearly identified aims and learning outcomes
- Teach students according to their educational needs, using differentiated materials, IEPs where relevant, EAL plans and other relevant information
- Mark work regularly, in line with the whole school marking and feedback policy
- Set homework regularly, according to the school's homework policy, and mark it appropriately
- Keep records of students' attendance and complete tracking information as appropriate
- Keep records of classwork and homework undertaken
- Maintain good order and behaviour among students, taking appropriate action and passing information to relevant colleagues, in line with the whole school Good Behaviour and Attendance policies.

- Contact parents by letter or telephone at an early stage, to pre-empt problems with students wherever possible, liaising with the Form Tutor or Year Leader, as appropriate, and meeting parents/carers with them where necessary
- Follow good Health and Safety practice in order to safeguard the welfare of students, reporting any issues of concern as appropriate.
- Be aware of the responsibilities of a classroom in relation to Safeguarding, ensuring procedures are followed and matters reported, should any concerns arise

Responsibilities in relation to the curriculum are to:

- Participate in the planning, review and evaluation of schemes of work under the direction of the Curriculum Leader
- Share in the department's work on curriculum development with regard to courses of study, methodologies and teaching materials
- Ensure that lesson plans are properly undertaken, in line with the department schemes of work
- Take responsibility for the best use of resources allocated by the Curriculum Leader, ensuring that there is no wastage
- Participate in internal and external examination and assessment programmes
- Participate in the school and department assessment arrangements
- Communicate with parents/carers with regard to students' academic progress, including progress reviews, writing reports, attending Parents' Evenings etc
- Take appropriate responsibility for the teaching room(s) used with regard to good display and appearance, good order, health and safety, and security of equipment
- Keep up-to-date with developments in the subject area and take action accordingly
- Take on the role of Form Tutor as appropriate.

Teaching Post Selection Criteria

Qualifications

- Qualified Teacher Status
- Degree or equivalent academic qualification

Experience

- Successful teaching or teaching practice at secondary level, with a commitment to high quality teaching and willingness to share good practice
- Evidence of appropriate professional development

Skills and Abilities

- Excellent organisational skills and classroom management
- Ability to plan and teach lessons effectively, so that they are inspiring, challenging and enjoyable
- Ability to collaborate productively with colleagues and work towards common goals as a team member
- Excellent specialist subject knowledge and an awareness of current issues relating to the teaching of the specialist subject
- Awareness of whole school curriculum issues
- Ability to manage students firmly, fairly and effectively

In addition the successful candidate will need:

- Commitment to Equal Opportunities
- Excellent ICT skills
- Commitment to maximising student achievement
- A willingness 'to go the extra distance'
- Good personal presentation – a professional style of dress is expected
- Excellent attendance and punctuality

Notes to Applicants

In line with our recruitment policy and for the protection of our students, the successful candidate will be subject to an enhanced DBS disclosure. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be eligible to work in the UK.

We welcome applications from all suitably qualified people and aim to employ a culturally diverse workforce which reflects the nature of our school community.

Your written application:

We hope that after reading the information pack you will want to apply for the post advertised.

An application form can be downloaded from the School's website: www.chsg.org.uk. Please also complete and return the disclosure and equal opportunities monitoring forms which are attached to the application form.

Applications should be emailed to swillard1@suttonmail.org

Closing date: noon on Friday 21st June 2018
Interviews: TBC

If you are shortlisted, we will take up references prior to your interview.