

St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



Head of English

TLR1C £13,027

To Start: 01 September 2018

Application Deadline:

09:30hrs 22nd January 2018



About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017
Attainment 8	54.78
Progress 8	0.52
EBACC	43%
EBACC entered	74%
4/C+ English	84%
4/C +Maths	89%

St Bede's is a good place to work. Students are well behaved. There is a strong sense of community and professionalism in a very worthwhile cause. Staff may be of any religion (or none) but the school is built on Christian faith and values, which are reflected in our work and the way that we operate. Our facilities are very good too – staff have free access to fitness facilities, there is very good on-site catering and there are opportunities to be involved in a very wide range of activities and visits. We offer initial Teacher Training through the i2i Partnership, an alliance of Surrey and Hampshire secondary schools.

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.

"A zest for learning permeates the whole school. Teachers' high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience." Ofsted 2017

English Department

at St Bede's

The English Department, one of the largest in the school, is extremely successful. Teaching staff are very friendly, supportive of each other, professional and highly qualified. It is housed in a suite of seven rooms and has the use of other rooms in different parts of the building. There is a head of department's office, a department office, and good stock room provision. One classroom is equipped with computers and has access to the school's network in order to accommodate teaching of media at A Level. Each teaching room has access to its own range of multi-media hardware.

Year 7 is taught in mixed ability tutor groups. There is a degree of fine tuning in years 8-9, with some provision for the most able students as well as those who need additional support in their work. The students are otherwise placed in mixed ability groups but not according to their tutor groups.

At GCSE, students follow the AQA syllabus for English Language and all students are also entered for AQA English Literature. For A level, we follow the AQA English Literature syllabus, specification B. Both the GCSE and the AS/A2 courses demand great commitment from the staff and depend for their success on high levels of leadership and efficient organisation. Colleagues are encouraged to develop and share resources.

There is an emphasis on developing extra-curricular activities in areas such as creative writing and reading and we work closely with the school library wherever possible.

The Head of Department is supported by TLR holders with the following responsibilities:

- Second in charge of English (with responsibility for KS4)
- KS3 English Co-ordinator
- KS5 & Media Studies Co-ordinator

We are seeking people who have the ability to help us maintain our very strong examination results.

We welcome visits from potential applicants. Please ring our Personnel Officer, Carole Whybra on 01737 214048 if you would like to make an appointment (term time only).



Job Profile

Context

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

The contractual basis of this post is the current School Teachers' Pay and Conditions Document and any other regulations currently in force.

Purpose

To serve the mission of St Bede's as a Christian school by ensuring the effective teaching performance and professional development of the English department team so that students learn well and make strong progress through its work.

Responsible to:

The Headteacher (via link with identified member of the leadership team)

Responsible for:

All teachers and support staff working within the department.

Key Accountabilities

- The sustained delivery of the highest quality teaching and learning in all parts of the department, so that all students will make strong progress and achieve well in relation to their ability and so that they value and enjoy the learning in which they participate
- Providing and ensuring effective and appropriate professional development and support for all members of the department so that they enjoy and are successful in their work
- Establishing and sustaining high expectations (reflective of the school ethos & policies) for conduct, classroom climate and the environment within the department so that good learning and wellbeing is supported for all students and staff
- Developing, articulating and sustaining a vision and mission for the department within the school so that its work continues to develop and improve and so that good practice is recognised and shared within the school



Key Responsibilities

- Production and publication of the department's annual action plan, based on thorough consultation with team members
- Monitoring the quality of all forms of learning within the department and the work of all department members, following processes and keeping records as required by school policies
- Monitoring and evaluating the progress of students, planning, organising and making interventions where a students are not making good progress
- Setting individual development and performance targets for all staff within the department, following processes and keeping records as required by school policies
- Providing and arranging an appropriate programme of professional development for staff within the department
- Ensuring that all learning is well-planned, based on the detailed requirements of the course, wider requirements (e.g. ICT use or key skills) and effectively using the best practice and resources
- Evaluating the quality of all aspects of the department's work, including evaluating course, teacher and student outcomes against targets set by the department and the school, in particular ensuring that strong outcomes for vulnerable groups and students (e.g. those with special needs) are maintained. Taking action to address any issues identified by evaluation
- Deploying staff and resources effectively to ensure the best outcomes (including allocation of timetable, rooming, use of budget and use of departmental teaching resources)
- Taking appropriate action to address any concerns or issues, from staff, students or parents
- Contributing to the development of the school by active participation in policy and other discussions, including directly with the leadership team and governors where appropriate
- Sharing school leadership by fulfilment of "whole school" responsibility agreed with the Head and by actively promoting and supporting high expectations of behaviour and "climate" within the department and beyond.



Person Specification

	Essential	Desirable
Christian Commitment	<ul style="list-style-type: none"> • Able to support the aims and mission of Christian school 	<ul style="list-style-type: none"> • Personally committed Christian, member of any denomination served by the school.
Education and Training	<ul style="list-style-type: none"> • Graduate teacher of English. • Fully qualified teacher • Able to teach English to A Level. 	<ul style="list-style-type: none"> • Additional qualifications or academic experience. • Evidence of ongoing CPD
Curriculum Experience	<ul style="list-style-type: none"> • Meets national standards for NQT • Successful teaching across age and ability range • Good knowledge of current curriculum developments 	
Pastoral Experience	<ul style="list-style-type: none"> • Meets national standards for NQT 	<ul style="list-style-type: none"> • Successful experience of working with young people in a pastoral capacity (e.g. as form tutor)
Personal Qualities	<ul style="list-style-type: none"> • Confident • Skill in communicating with and motivating pupils of all abilities • Ability to contribute with flair and commitment to the effective performance of the Department • In good health • Reliable and trustworthy • Committed to teaching • Sense of humour • Calm under pressure • Able to work well in a team • Quick learner 	<ul style="list-style-type: none"> • Evidence of commitment to further professional development • Successful innovation within English Framework • Development of extra-curricular activities • Involvement in whole school issues • Evidence of successfully leading a team • Confident user of IT • Able to initiate and implement curriculum change • Good Administrator

How to Apply

If you would like to apply please complete our application form for teaching posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

jobs@st-bedes.surrey.sch.uk

or sent by post to:

Mrs C. Whybra
Personnel Officer
St Bede's School
64, Carlton Road
Redhill
Surrey
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to jobs@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is

09:30 hrs on Monday 22nd January 2018

We look forward to hearing from you.



Quotes from our Ofsted Report

January 2017

"Pupils conduct themselves impeccably in lessons and around the school. They are polite and welcoming to visitors and wear their uniforms with pride".

"Teachers go the extra mile to meet pupils' individual needs exceptionally well. Their detailed subject knowledge, clear explanations and expert use of questioning ensure that pupils make rapid progress in their learning".

"Teaching in the sixth form is consistently challenging. As a result, students are motivated to learn and achieve excellent outcomes".

"Pupils are exceptionally well prepared for their next steps. A higher than average proportion of pupils, including disadvantaged pupils and those who have special educational needs and/or disabilities, progress to further education, employment or training. These destinations match pupils' career paths closely".

"The headteacher has created an open, tolerant and ambitious culture, underpinned by the Christian ethos of the school. He is a highly visible and approachable figure, well respected by staff, pupils and parents alike. Consequently, relationships between staff and pupils are exceptionally strong, and there is a purposeful and scholarly atmosphere throughout the school."