



A large collage of 15 photographs showcasing the diverse activities and achievements of students at St. Vincent's School. The images include: a group of students in a hall; students in a drama or dance performance; students working on a project in a classroom; a student at a computer; students walking outside; a student in a forest; a student working on a red model; a student playing a drum; a student playing a guitar; a student playing a keyboard; a student running in a race; and students sitting on the grass. The collage is arranged in a grid-like fashion with overlapping images, highlighting the school's commitment to a well-rounded education.

# Teacher of English

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## 1. Letter from the Headteacher

April 2018

Dear Applicant

### Teacher of English

Thank you for your interest in the above position at Iveshead School. This is a fantastic opportunity to join our newly merged school as part of our highly successful English Faculty.

We are looking to recruit a full-time Teacher of English. This is a fixed-term, maternity cover, post, for two terms in the first instance. The post commences 24th August 2018.

The ideal candidate will be experienced in teaching English from Year 7 through to Key Stage 5. Applications from Newly Qualified Teachers are welcomed, as are applications from those who would prefer part-time working.

Further information about the post and our school are included in this information pack but if you have any specific questions or would like to visit the school please contact Ella Burnell, by email: [eburnell@ivesheadschool.org](mailto:eburnell@ivesheadschool.org)

The closing date for applications is 9:00 am on Monday 30th April 2018 and interviews are likely to take place on Thursday 3rd May 2018.

To apply for this post please complete the application form and return with a covering letter (2 sides A4 maximum) stating what you believe you could bring to our school.

Applications can be emailed to: [eburnell@ivesheadschool.org](mailto:eburnell@ivesheadschool.org) or by post to: HR Manager, Iveshead School, Forest Street, Shepshed, Loughborough, LE12 9DB.

Due to the level of applications that we receive we are only able to contact those that have been short-listed to attend an interview.

I look forward to receiving your application.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Matthew Parrott', with a long horizontal flourish extending to the right.

Matthew Parrott  
Headteacher

## 2. Vacancy Advert



Forest Street, Shepshed, Loughborough, LE12 9DB

Tel: 01509 602156

Email: [info@ivesheadschool.org](mailto:info@ivesheadschool.org)

[www.ivesheadschool.org](http://www.ivesheadschool.org)

Headteacher: Matthew Parrott

### **Teacher of English (Full-time) MPS / UPS**

This is a fantastic opportunity to join our popular school that has been formed from the merger of two highly respected and successful schools - Shepshed High School and Hind Leys College. The result is the creation of one 'through' school, where students have the opportunity to study seamlessly from age 11 through to 19. We are recruiting for an enthusiastic and able teacher to join our Team to teach English. The successful applicant will be professional, adaptable and dedicated to delivering high quality teaching in this area.

Iveshead School occupies an extensive, attractive campus and has a good range of facilities.

Closing date for applications: 9:00 am on Monday 30th April 2018

Interviews: Thursday 3rd May 2018

Start date: Friday 24th August 2018

Iveshead School is committed to safeguarding and promoting the welfare of children and young people. This post requires a criminal background check via the disclosure procedure. The successful applicant will therefore be subject to an Enhanced DBS.

### 3. Information about Iveshead School

Iveshead School officially opened late August 2017, it was formed from the merger of two highly successful and respected schools - Shepshed High School and Hind Leys College. The result is the creation of one 'through' school, where students have the opportunity to study seamlessly from age 11 through to 19, within one extremely well resourced campus.

We have built on the reputation and results we have achieved in recent years and continue to provide a caring place of learning for our students. Here they develop the skills and confidence they need to make their way through to the next stage of their lives whether that is higher education, an apprenticeship or employment.

The character of our school is defined by our three core values - 'respect', 'enrich', 'succeed'. We offer a supportive and welcoming community environment with respect for all, a dedicated staff and a strong blend of activities, which create an enriching and successful education for all students at Iveshead.



Shepshed is located within striking distance of the M1 and close to the attractive University town of Loughborough. The cities of Derby, Nottingham and Leicester are all within 30 minutes' drive. Birmingham is 40 minutes by motorway, and London is less than two hours. East Midlands Airport is less than 20 minutes away. Shepshed is situated on the edge of Charnwood Forest, with quick access to open countryside, including areas of park land. As a small town, Shepshed has good amenities, some of which (such as the swimming pool) are centered on our campus.



The school has a commitment to high achievement. A key aspect of raising achievement is effective teaching which is of the highest standard, and this is a basic quality we look for in all appointments we make.

Iveshead is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Safeguarding training for all staff forms an essential part of our CPD programme.



#### **4. Information about the English Faculty**

The English Department at Iveshead School currently consists of thirteen staff, including two English HLTAs. All of our classes are taught mixed ability and our firm belief that this allows us to get the best out of all pupils was backed up with excellent results last year, with our GCSE English Progress 8 measure at 0.21. We also feel that this approach contributes to the good behaviour within the Faculty as all are encouraged and inspired by highly motivated peers. We follow AQA for GCSE Language and Literature, as well as for our two A' Levels – English Literature and English Language & Literature. English teachers also teach Media Studies (Eduqas for GCSE and A-Level) and Drama / Theatre Studies (Edexcel for GCSE and A-Level). Across all key stages, resources are available through a department team drive and through purchased packages, though most teachers invariably adapt such materials to suit their style of teaching.

We have the benefit of a large office (crucially complete with kettle, sink, toaster and fridge) and feel that this allows us to discuss ideas and share resources and biscuits effectively. All exam classes are shared between teachers and we entirely believe that we stand as a department- everybody works together to assist in the resourcing of all classes and planning of intervention strategies for all pupils and we therefore celebrate our successes collectively.

We believe in offering pupils a varied curriculum that is as diverse and stimulating as examination restraints allow us to be. We offer extra-curricular reading, spelling and homework sessions for Key Stage 3 and 4 and host a series of creative writing sessions every year, run by a local author. We also attempt to bring texts to life where possible, such as annual visits by performance poet Dreadlock Alien and Katch 22 Theatre Company, performing 'An Inspector Calls'. In addition, we frequently run theatre visits and there is a biannual Media Studies trip to London. Within the department, we attempt to encourage pupil participation in frequent creative writing and poetry competitions and promote reading by displaying teacher choices of novels and poems. Members of the department are also fully involved in school productions, including an adaptation of Grimm's Tales last Christmas.

Pupils at Iveshead are naturally engaged and inquisitive. The key word for the department is opportunity: if a pupil wants to learn and is enthused about our subjects, we are determined that they will receive the opportunities that will enable them to flourish in their time with us.

## 5. Job Description and Person Specification

<b>Title:</b>	<b>Classroom Teacher</b>
<b>Grade and Salary:</b>	Teachers Pay Scale / Upper Pay Scale
<b>Contract:</b>	Teachers Terms and Conditions
<b>Responsible To:</b>	Faculty Director
<b>Functional Relationships:</b>	Other Faculty members Leaders of Learning Support Other Support Staff: Teaching Assistants, Administrative Assistants Student Phase Managers
<b>Job Purpose:</b>	To be responsible for the teaching of your subject at KS3 and to GCSE and Advanced Levels

### Teaching and Learning Responsibilities

1. To plan, prepare and teach across all courses within your subject as required.
2. To prepare and teach lessons according to agreed programmes of study of the department taking into account the different abilities of students and matching delivery to improving individual progress.
3. To assess students' work and keep accurate records of their achievements and deliver feedback to students.
4. To contribute to the resourcing of Faculty courses and to support the collective work of the Faculty.
5. To help plan and take part in extra-curricular activities to enhance the learning of students in the Faculty.
6. To deliver the agreed tutor/PSHE programmes as required.
7. To monitor, record and report on the progress and achievement of students in line with department, school and national policies.
8. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions;

### General Duties and Responsibilities

1. To promote the aims and objectives of Iveshead School an Inclusive Comprehensive Secondary School through the agreed policies.
2. To care for the teaching areas and resources used in the schools and ensure attention to Health and Safety requirements.
3. Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
4. To ensure proper behaviour by students through the agreed procedure within the schools and individual departments.
5. To contribute to the management of the school/college through planned meetings, working groups and other activities related to the development plan.

6. To contribute to the effective flow of information within the schools by using the school's systems of communication for dispersing and receiving messages.
7. To fulfil allocated duties within a duty rota.
8. To ensure that achievement tracking and reports to parents are compiled at appropriate times and to attend relevant meetings with parents.
9. To participate in the running of exams and key stage tests.
10. To liaise with parents and attend consultations as agreed on the School Calendar.
11. To participate in the PSHRCE programme and be a Learning Manager within a pastoral team as required.
12. To take part in personal professional development activities and the performance management system.
13. To contribute to the Safeguarding and Welfare of students by following agreed procedures and reporting methods.
14. To undertake any other reasonable duties requested by the Head Teacher.



## PERSON SPECIFICATION CLASSROOM TEACHER

*The Person Specification lists the qualities that we are looking for in a successful candidate. We will be using evidence from your letter of application, application form and interview to enable us to make a judgement of these qualities.*

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- qualified teacher status</li> <li>- relevant degree subject</li> </ul>	<ul style="list-style-type: none"> <li>- further study</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- experience of teaching subject to KS3/GCSE/A-Level</li> </ul>	<ul style="list-style-type: none"> <li>- experience of 11-18</li> <li>- experience as a form tutor</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>- a clear vision of the curriculum</li> <li>- an understanding of the contribution your subject makes to the whole curriculum</li> </ul>	<ul style="list-style-type: none"> <li>- an understanding of the relationship between pastoral and academic curriculum</li> <li>- experience of using ICT in the teaching of your subject</li> </ul>
<b>School Ethos</b>	<ul style="list-style-type: none"> <li>- an ability to defuse situations and handle crises</li> <li>- an understanding of the part students can play in the achievement of others</li> </ul>	<ul style="list-style-type: none"> <li>- an understanding of the spiritual, moral, social and cultural aspects of others</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>- an ability to relate well to young people and adults</li> </ul>	<ul style="list-style-type: none"> <li>- evidence of working with members of the local community</li> </ul>
<b>Parents</b>	<ul style="list-style-type: none"> <li>- an awareness of the issues which concern parents</li> </ul>	<ul style="list-style-type: none"> <li>- experience of handling parental concerns</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>- self-management with regard to lead subjects</li> </ul>	<ul style="list-style-type: none"> <li>- experience of contributing to team decisions</li> </ul>
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>- good personal organization</li> <li>- self motivation</li> <li>- an ability to cope with reasonable pressure</li> <li>- an ability to meet deadlines</li> <li>- an ability to use initiative</li> </ul>	<ul style="list-style-type: none"> <li>- interests out of school</li> </ul>