



WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress Designate: Miss Sylvia Tai BA (Hons)

INFORMATION PACK FOR APPLICANTS

Name of Post:	Teacher of English (full or part time)
Location:	Watford, Hertfordshire
Closing Date:	Noon 18th May
Interviews:	Wednesday, 23rd May

Thank you for requesting details of the above post. We are pleased to enclose the following information:

Application form*
Department & Person Specification
Job Description
Safer Recruitment Policy
Child Protection Policy

*Available on website if you have requested an electronic information pack. This form includes an Equal Opportunities Monitoring Sheet which will be separated from your application form on receipt.

You are welcome to send a copy of your CV however it must be accompanied by a fully completed and signed application form. A CV alone will not be considered. The form can be completed and returned electronically however if this is the case it will need to be signed in person where the applicant is called for interview.

Completed application forms will not be acknowledged. Successful applicants will be notified within two days of the closing date. Applicants who are not called for interview will not be informed that they have been unsuccessful.

Applicants invited for interview will be required to bring with them original copies of relevant qualifications for verification, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

Contact details for Return of Completed Application forms and other enquiries:

Sue Granville
EA to Headmistress
HR Manager

Pa2head@watfordgirls.herts.sch.uk



01923 223403



admin@watfordgirls.herts.sch.uk



watfordgrammarschoolforgirls.org.uk

Registered in England & Wales Company No: 07348254 Registered name and address as detailed

Watford Grammar School for Girls
Lady's Close,
Watford, Hertfordshire
WD18 0AE

WATFORD GRAMMAR SCHOOL FOR GIRLS



ENGLISH DEPARTMENT

The English Department at Watford Grammar School for Girls is a dynamic, closely collaborative and high-achieving team with ten subject specialists. It is a department fully committed to the highest academic standards, engaging students with the study of English by fostering a love of literature, promoting independent thought and creativity. The department endeavours to stretch and challenge students beyond the demands of the curriculum. Department members organise a range of extra-curricular activities to support this and promote a love of the subject and learning. The department is housed in Lady's Close House, a beautiful Victorian building, formerly the Headmistress' residence and a First World War military hospital, with original fireplaces and its own walled garden.

The English Department is a strong and supportive team. An atmosphere of collaborative engagement pervades the whole department and there is an extensive bank of shared resources available in the departmental shared area. Common schemes of work at all key stages provide a framework which supports the less experienced teacher but allows colleagues to pursue personal interests in an imaginative and innovative manner. In addition to the wide selection of resources within Lady's Close – classic and modern readers, textbooks, an ICT room and reference books – the school library provides a rich selection of texts. It is the philosophy of the department to teach girls in mixed ability classes. Drama is taught as part of the English curriculum in Years 7 and 8. Members of the department are fully committed to the refinement and development of their practice, attending courses and undertaking personal research, the discussion of which is an important element of all departmental meetings, which are heavily focused upon the development of teaching and learning and the sharing of best practice.

Examination results are excellent. In 2017, 33% of girls obtained grade 9 in English Literature GCSE and 59% obtained grades 8-9. A further 23% were awarded grade 9 in English Language GCSE and 46% obtained grades 8-9. English is a popular and successful subject at A Level. In 2017, 61% of girls obtained grades A*-A at A Level, 92% obtained A*-B and 100% gained A*-C. Every year a significant number of students apply to study English at university and there is a departmental programme which prepares them for the application and interview process. The department provides opportunities for students to broaden their cultural horizons through theatre trips, poetry readings, public speaking, drama performances and the BBC School Report. Sixth Form English prefects help with the development and maintenance of displays in Lady's Close and run a number of clubs for younger pupils.

We offer opportunity and development to all, teachers and students alike. For someone with an abiding love for their subject and who aspires to work with a talented and ambitious student body, this is a department in which they will thrive.

PERSON SPECIFICATION: ENGLISH TEACHER

- Good honours degree in English, English Literature or related subject.
- Excellent classroom teacher with the ability to teach across all Key Stages.
- Willingness to take a full part in the department's extended curricular activities.
- A commitment to raising achievement and providing challenge in the classroom.
- Articulate and accurate communicator.
- Ability to work as part of a team.
- In sympathy with the aims of the school.
- IT skills and experience of using ICT in teaching.
- Enthusiasm, energy, initiative

We can offer you a wide ranging experience and the opportunity to make a significant contribution to the future of the department. While this post is suitable for an excellent NQT, ambitious candidates with the requisite experience may wish to be considered for a post of responsibility within the department.

GENERIC CLASSROOM TEACHER JOB DESCRIPTION
NOT SPECIFIC TO INDIVIDUAL
For applicant pack

JOB TITLE: CLASSROOM TEACHER
REPORTS TO: DEPUTY HEADTEACHER
SALARY RANGE: TEACHERS' PAY SCALE (MAIN OR UPPER)

Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to achieve her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all times the safety of the children in their care. All adults working in the school should know about the school's child protection procedures and the identity of the Designated Senior person for child protection.

It is a requirement of this role that you are fluent in spoken English.

1. Purpose of the job

To deliver high quality teaching and learning to pupils who are assigned to the postholder.

2. Main duties

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties listed below are not, therefore, an exhaustive list of what is required.

- Be responsible for the quality of teaching and learning of all pupils who are assigned to the postholder.
- Supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the postholder's pupils.

- Provide leadership across the school in a designated subject or curriculum area, this to include:
 - i) monitoring quality and standards
 - ii) contributing to school planning and self-evaluation
 - iii) providing professional support to other teachers and support staff
 - iv) advising the headmistress on appropriate resources and materials
 - v) leading appropriate professional development.

3. Job context

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

For newly qualified teachers, subject leadership will be taken by his/her line manager during the first year of employment at the school.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UP3 will:

- provide a role model for professional practice in the school
- make a distinctive contribution compared with other teachers
- contribute effectively to the wider team.

4. Review of duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

5. Fluency in English

Please note that since November 2016 it has been a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with pupils, parents, and visitors to the school.