

## **MATERNITY COVER PART-TIME (0.8) TEACHER OF ENGLISH**

### **DETAILS OF POST**

We are looking for a dynamic, energetic, well qualified and highly committed teacher possessing excellent language and literary skills, capable of teaching English to A level to cover this part-time (0.8) post for April 2018.

### **ENGLISH DEPARTMENT**

#### Teaching

Members of the department teach classes from Years 7 to 13, and prepare girls for GCSE and A level examinations. We have followed the AQA (9-1) GCSE syllabus since September 2016. All girls take both English and English Literature GCSE examinations. At A Level, we follow the Edexcel board. The number of periods taught per week varies from four to five for Years 7 to 11 with A Level students being taught for eight lessons per week. Girls applying to Oxford or Cambridge to read English have the opportunity of attending enrichment classes. There are currently three A Level groups and the teaching of each group is split between two teachers.

We have a tradition in the department of encouraging strong, original, creative writing and girls have regular language lessons to provide them with a good foundation of grammar for their writing. We consider accuracy in all features of writing important. We study a broad range of literature from Shakespeare to contemporary authors and aim to give girls an appreciation of works which they might not read on their own. We teach Shakespeare from Year 7.

We arrange trips to the theatre and study days and invite theatre workshop groups to the school. All teachers in the department are required to assist in such visits.

#### Line Management

The maternity cover part-time teacher of English is immediately responsible to the Head of English.

#### Specific Duties of the Teacher of English

- To promote the study and enjoyment of English throughout the school.
- To incorporate any relevant new knowledge and understanding into the teaching of the subject in school.
- To ensure that appropriate records of homework, classwork, tests and assessments are kept and are available as required, in line with the school's policies.
- To supervise the arrangements for coursework and the preparation and marking of internal examination papers and to make the necessary arrangements with other staff responsible for the administration of all examinations relating to English.
- To organise educational visits, as required by the programmes of work and specifications, to support the teaching of English at all levels.
- To participate in PSHE teaching.

## **Person Specification:**

### **ESSENTIAL**

- Good qualifications – degree or equivalent in English.
- Competency in the use of ICT for administration, report writing and for carrying out the teaching of this subject.
- Commitment to further professional development
- Good communication skills
- Willingness to get involved in the extra-curricular life of the school
- An ability to motivate students to reach their full potential

### **DESIRABLE**

- Experience of teaching English from KS3 to A level.
- A proven track record of success with exam classes
- Understanding of the expectations of a high achieving academic environment.
- Experience as a form teacher.

### **General Duties**

- To take on duties and responsibilities as shall from time to time be allocated by the Head of Department.
- To attend regular departmental meetings.
- To participate in the school's Appraisal Scheme and to take advice from the Head of Department and other Senior Colleagues on Professional Development.
- To co-operate in the preparation and marking of examinations, including assisting with the administration and marking of entry examinations, report writing and other assessment and record keeping procedures.
- To co-operate in the preparation of new courses, the exploitation of cross-curricular links and the organisation of General Studies courses.
- To cover for absent colleagues and to set work for them in an emergency and to deputise for the Head of Department in their absence if necessary.
- To undertake supervisory duties and to attend INSET sessions and meetings on days outside full term as necessary.
- To undertake the duties of Form Tutor, including administrative duties such as registration, as well as disciplinary and pastoral care of a form group.
- To attend Parents' Evenings and staff meetings including those which take place before and after the school day and before the beginning of term, together with attendance at morning Assembly and major school functions.
- To make a contribution to the extra-curricular life of the School.

### **THE SCHOOL**

The City of London School for Girls is an independent, non-denominational girls' school which is administered by the Corporation of the City of London. It is a member of the [Headmasters' & Headmistresses' Conference \(HMC\)](#) and caters for pupils whose ages range from 7 to 18 years. The total number of pupils is about 733, approximately 93 of whom are members of the Preparatory Department. There are, on average 150 girls in the Sixth Form. Entry is by competitive examination at 11+ and by testing and interview at 7+ and Sixth Form level. The school has a strong academic tradition and all girls go on to Higher Education from the Sixth Form.

Achieving academic excellence is an important part of life at CLSG, but so too is the provision of a wealth of extra-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is a fundamental part. Our School is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active outreach programme, to an international outlook and to

educating young women to be the leaders of tomorrow. Applicants for teaching posts at City should therefore be enthusiastic about getting to know students and providing guidance appropriate to their individual needs. Applicants should also be keen to invest time and energy in extra-curricular activities, and to exploit to the full the opportunities arising from being at the heart of the City of London and to contributing to the strong community spirit which is a prominent feature of the school.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Personal development is the goal for every girl.

Facilities and support for staff are excellent. iPads are available to teaching staff, and extensive computer facilities are available for integration into teaching practice. CLSG is currently deploying the use of mobile technologies across the school.

CLSG works in partnership with a number of schools within and outside the City of London. The school is part of the East London Consortium as well as of the family of schools supported by the City of London Corporation.

### **Professional Development at CLSG**

CLSG is thoroughly committed to supporting the professional development of staff and to making it an integral part of the School Strategic Development Plan. Staff learning is as important as pupil learning at CLSG. CLSG has developed a unique model of professional development with the support of Dr Chris Harrison at King's College London. Staff have a total of 6 full INSET days a year and the school also starts late three mornings a year to provide further professional development time. All staff are involved in cross departmental learning communities where they engage in professional reflection, experimentation and sharing of good practice. In recent years, the school has used these professional learning communities to embed pedagogical approaches including: AfL, Mindsets Theory and it is currently working on developing a Culture of Thinking using research from Harvard Project Zero.

The school is fully committed to embedding research as part of professional learning and in September 2015 appointed a Researcher in Residence. The Researcher in Residence supports members of staff who are working on small scale action research projects within the school. She has been the CLSG lead in a joint research project with CLS and Birkbeck University on improving working memory. The school also sponsors up to 5 members of staff a year to pursue MA courses in Education.

Within the East London Consortium and the family of City schools, there are frequent opportunities for collaborative professional development which the school has always taken a leading role in.

### **CONDITIONS OF SERVICE**

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate and medical clearance. This post is exempt from the Rehabilitation of Offenders Act. The school has a generous salary for this post which reflects the candidate's qualifications and experience.

A Staff Fee Remission Scheme is available to members of the teaching staff for children attending one of the three City independent schools. The rate is currently 50% of full fee for up to seven years and further details can be supplied to applicants invited to interview upon request.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head, Pastoral) or to the Headmistress.

**Closing Date:** Friday 8<sup>th</sup> December

**Interview Date:** Tuesday 12<sup>th</sup> December