



Raphael Independent School

English Teacher Application Pack





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Welcome from the Head teacher

Dear Applicant

Thank you for the interest you have shown in the recently advertised position of English Teacher at Raphael Independent School.

Raphael Independent School is a small 4-16 Independent School in Hornchurch, Essex, with 135 pupils currently on roll. We are proud of the school's success in its academic results and we are committed to promoting an ethos and culture of celebration, whilst providing a friendly and inclusive environment, with a strong pastoral care system, that values every member of the school community.

We offer a warm and caring environment to all our pupils and our multicultural community values good behaviour and mutual respect.

Our teaching groups are small in number providing children with individual and group learning and support. Our teachers provide a planned programme of education based on the National Curriculum throughout the school and they need to be flexible and able to adapt to the working needs of the school.

The successful candidate will enjoy the support and goodwill of an outstanding staff team and an energetic and committed Board of Directors.

Our website will provide you with detailed information about school life, the curriculum and recent activities, so please do take a look.

To understand the ethos and vibrancy of our school, a visit is warmly recommended. Please make an appointment by contacting Anita Hargrove - Office Manager, in the first instance on 01708 744735, to experience at first-hand what makes our school so special to us and to see if you would like to join Raphael Independent School.

We hope you find the enclosed information helpful and look forward to receiving your completed application.

Yours sincerely,

Claudette Salmon
Head teacher of
Raphael Independent
School



About Our School

Raphael has come a long way since it began as Clark's College in Romford in 1935. Building on the best of traditional values and embracing the exciting educational opportunities of the 21st century, we offer families good quality education in small class sizes.

Our multi-cultural community values good behaviour, mutual respect and co-operation, believing that each pupil is a unique individual who has the right to learn at school in a secure and structured environment.

The school was founded in 1935 as a secondary school, extending its age range over the years. In 1974 it became an independent day school and changed its name to Raphael gradually evolving to provide coeducational Infant, Junior and Secondary schooling for day pupils. In 1994 the school moved to its present site in a mainly residential area of Hornchurch in the Borough of Havering and now offers education for pupils aged from four to sixteen. Havering is an Outer London Borough with main line and underground links to Central London. The school is within 10 minutes of the M25 and is a 15 minute walk from Romford British Rail Station.

The Ethos of Our School

Raphael Independent School maintains a positive ethos in all we do within a friendly and welcoming educational environment, showing respect for all individuals who work and learn here.

The Aims of Our School

- We aim to provide a high standard of academic education, providing individual attention within a secure setting
- We aim to develop all round skills so that each pupil is encouraged to participate in a wide variety of educational activities
- We aim to foster in each pupil a consideration for others, cultural tolerance, good manners, controlled behaviour, a sense of right and wrong, honesty, patience, duty and service.

Governance of the school is exercised by a board of three Directors working in partnership with the Head teacher.





Achievement

Standards at our school are excellent.

2017 Results

GCSE SUBJECT	A*	A	B	C	Total A*-C	A*-C %	D	E	F	G	U/X	Total D-U/X	D-U/X %
Art	-	-		1	1	33%	1	1	-	-	-	2	66%
Business Studies	-	1	-	2	3	75%	1	-	-	-	-	1	25%
Drama	-	-	-	-	-	-	-	-	-	-	-	-	-
English Language	1	1	-	2	4	100%	-	-	-	-	-	-	0%
English Literature	1	1	1	1	4	100%	-	-	-	-	-	-	0%
French	-	-	-	-	-	-	-	-	-	-	-	-	-
Geography	1	-	-	2	3	100%	-	-	-	-	-	-	0%
History	-	1	-	-	1	100%	-	-	-	-	-	-	0%
ICT	-	-	1	1	2	50%	-	1	1	-	-	2	50%
Mathematics	1	1	1	1	4	100%	-	-	-	-	-	-	0%
FSMQ (Add Maths)	-	-	1	-	1	50%	-	-	-	-	1	1	50%
Science (Gateway)	1	-	1	2	4	100%	-	-	-	-	-	-	0%
Science (Additional)	-	1	2	-	3	75%	1	-	-	-	-	1	25%
Spanish	1	-	-	-	1	100%	-	-	-	-	-	-	0%

Year 11

Number of pupils = 4

% Achieving 5 or more Grades A* to C = 100%

% Achieving 5 or more Grades A* to C including Maths & English = 100%

% Achieving English Baccalaureate = 100%



Staff Structure 2017

Senior Management Team

MRS M. HOWLAND	Director of Admissions and Communications
MRS L. SKYERS	Assistant Head of Seniors, History, Geography, Safeguarding & Exams Officer
MR C. WARD	Assistant Head of Juniors, Y6 Teacher
MRS S. BHACHOO	Assistant Head of EYFS & Prep 1 and 2 Class Teacher

Teaching Staff

MRS R. AGGARWAL	KS2, KS3 & KS4 Head of Science Teacher, S10 Form Tutor
MISS H. AGUIRREBENGOA	KS1-4 MFL, S9 Form Tutor
MISS G. ABDI	KS3 & KS4 English, Drama, S7 Form Tutor
MR K. DEVLIN	KS1-4 Computer Science, Business Studies
MISS C. HANSFORD	Juniors 5 Teacher
MRS J. KINGDOM	Reception Early Years Practitioner
MRS M. MANN	KS3 & KS4 Art
MR J. MAYBURY	KS1–KS3 Music
MR S. RUPAN	KS3 & KS4 Mathematics S8 Form Tutor
MR M. SHULVER	PE Coach
MRS D. LOTTERING	Juniors 3-4 Class Teacher

Teaching Assistants

MRS T. HILL	Primary Teaching Assistant
MISS S. BAYLESS	Primary Teaching Assistant
MRS T. SMITH	Primary Teaching Assistant

Administration

MRS A. HARGROVE	Office Manager
MISS J. ST LEGER	Office Secretary
MR R. LANE	Bursar



Job Description

Post Title: English Teacher
Post Holder: Head of English & Drama
Responsible to: Assistant Head teacher Secondary
Scale / Salary:

The description of the duties, responsibilities and accountabilities for the post of a Subject Teacher at Raphael Independent School have been set out in this job description.

Key Purpose of the Job

Learning and teaching and curriculum delivery in your subject area.

1. To carry out the professional duties of a teacher, including specific duties assigned to you by the Head teacher.
2. Provide an excellent education for all the school's pupils by teaching with expertise and enthusiasm, offering support to the learning of individual students.
3. To embrace and demonstrate the characteristics set out in the Professional Teacher Standards by making the education of your pupils your first concern, and being accountable for achieving the highest possible standards in work and conduct.
4. To act with honesty and integrity; have strong subject knowledge, keep your knowledge and skills as a teacher up-to-date, be a reflective practitioner; forge positive professional relationships; and work with parents in the best interests of your pupils.
5. To demonstrate Raphael Independent School values and high standards of professional conduct at all times.

Learning and Teaching and Curriculum Delivery

Learning and Teaching

Having regard to the curriculum, plan and teach challenging, well- organised lessons and sequences of lessons, informed by secure subject knowledge, specifically by:

- * Teaching students inclusively, according to their educational needs through appropriate differentiation and personalisation, including the setting and marking of all class work and coursework carried out by students
- * Ensure the English Curriculum programme of study is a central part of planning and learning and teaching for students
- * Undertake a designated programme of teaching as outlined on the school timetable and have responsibility as a form tutor
- * Use ICT when relevant to inspire and motivate. Transferable ICT skills must be developed, ensuring students are knowledgeable in developing technologies and equipped for the next stage of their education or work life
- * Ensure a high quality learning experience for all students, which meets internal and external quality standards
- * Encourage and be accountable for the highest possible achievement from all students in the classes allocated to you
- * Review from time to time methods of teaching and programmes of work under the direction of the Head teacher



- * Ensure the effective / efficient deployment of classroom support
- * Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies
- * Plan and prepare lessons to a high standard
- * Ensure that the subject area utilises a range of pedagogical methods which motivates and meets the needs of students
- * Assist the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the strategic vision and aims of Raphael Independent School
- * Building on the prior knowledge and attainment of earlier learning in order that learners meet their learning objectives and make sustained progress
- * Developing ways to encourage, challenge and inspire pupils to apply new knowledge, understanding and skills and deepen them further
- * Maintaining an up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies,
- * Organising the classroom, managing learning resources effectively and creating displays to encourage a positive learning environment
- * Participating with the SMT in using Raphael Independent School pupil progress and pupil performance data and national statistics to monitor the progress of pupils and raise levels of attainment
- * Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations

Assessment and Reporting

- * Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- * Knowing and implementing the assessment requirements and arrangements for the subjects/curriculum areas taught, including those relating to public examinations and qualifications
- * Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- * Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- * Mark, grade and give written / verbal and diagnostic feedback in line with the school's assessment policy
- * Provide pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils' progress, attainment and areas for development
- * Maintain appropriate records and provide relevant accurate and up-to-date information to the school's MIS, registers, etc. when required
- * Complete any relevant documentation to assist in the tracking of students' progress and use information to inform teaching and learning

Behaviour

- * Adhere to the school's Staff Code of Conduct policy and behaviour for learning in accordance with the School's Behaviour Policy, and encourage good practice with regard to punctuality, standards of work and homework
- * Manage pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's Pupil Code of Conduct Policy
- * Demonstrate positive, professional and courteous behaviour to colleagues, students, parents / carers, stakeholders, community members, visitors, external personnel and telephone callers and provide a welcoming environment at all times
- * Maintain high professional standards of attendance, punctuality and conduct
- * Dress professionally and appropriately for teaching



Management & Administration

All teaching staff are expected to undertake administrative and organisational tasks related to the duties of teaching and to ensure the smooth running of classes and the department by:

- * Helping to implement school quality assurance procedures and to adhere to those
- * Contributing to the process of monitoring and evaluation of the curriculum area, in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria
- * Engaging actively in the Performance Management process
- * Contributing and implementing the school vision and the current school objectives outlined in the School Development Plan
- * Adhering to school policies, as amended from time to time
- * In accordance with School policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils
- * Set appropriate cover work during times of absence
- * Participating in meetings at the school, which relate to the curriculum or the administration or organization of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head teacher
- * Contributing to the process of the ordering and allocation of equipment and materials when requested to do so by the SLT
- * Carrying out lunchtime duties – supervising pupils at lunch, as reasonable
- * Attending all relevant parents'/carers meetings, which may take place in the evening
- * Contributing to the development of effective subject links with external agencies

Training

Maintain an up-to-date knowledge and understanding of all aspects of teaching and pedagogy by:

- * Taking part in the school's staff development programme by participating in arrangements for further training, professional development, observations and in assessing their impact on learning
- * Being responsible for your own continued professional development, continue personal development in the relevant areas, including subject knowledge, teaching methods and areas identified in Performance Management
- * Evaluating own performance and being committed to improving own practice through appropriate training and professional development
- * With the line manager, engaging actively in any process of appraisal or performance review for self and for those supervised

Wider Life of the School

- * Play a full part in the life of the school and support the vision and aims of the School
- * Take part in extracurricular activities such as Summer Fayres, Open Days, Open Mornings, Parents / carers Consultation Evenings, liaison events with partner schools, etc.
- * Contribute towards organising, participating in or delivering on the school's programme of extra-curricular activities
- * Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate
- * Work as a team member and contribute positively to effective working relations within the school
- * Carry out other associated duties as are reasonably assigned by the Head teacher



Key Organisational Objectives

The School

It is expected that all staff work collaboratively to share good practice and resources. All staff should act with professional integrity at all times.

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Contributing to the maintenance of a caring and stimulating environment for pupils

Safeguarding

Raphael Independent School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School. Any safeguarding or child protection issues must be acted upon immediately by informing the Senior Designated Person (SDP) or Head teacher.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Head teacher. This job description will be reviewed annually and is an integral part of the Appraisal, Performance Management and Line Management process.

SIGNED (Staff)

DATE

SIGNED (School)

DATE



Person Specification

Post Title:	SUBJECT TEACHER
<p><i>The following person specification outlines the key skills and experience required for this position.</i></p> <p><i>The selection panel will assess each candidate against the criteria listed below expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.</i></p> <p><i>The panel will use the following assessment tools: application form; interview / assessment activities; reference and other employment checks.</i></p>	

Attribute	Essential
Qualifications:	<ul style="list-style-type: none"> ▪ Qualified Teacher Status (QTS) ▪ Evidence of relevant professional development related to subject area
Knowledge and Experience:	<ul style="list-style-type: none"> ▪ Able to teach the full age range (to GCSE) as well as the full ability range ▪ Ability to differentiate materials to meet the needs of learners in an inclusive learning environment ▪ The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve student progress ▪ Up to date knowledge of the National Curriculum in English ▪ Current national developments in education, teaching and learning ▪ Evidence of the ability to consult and seek advice and professional support as necessary ▪ Successful experience of managing an effective classroom environment to support student learning and positive behaviour
Skills and Abilities:	<ul style="list-style-type: none"> ▪ An ability to inspire and manage students effectively as a good to outstanding practitioner ▪ Ability to develop positive working relationships with students, colleagues, parents / carers and all school stakeholders ▪ Effective organisational skills with the ability to meet deadlines ▪ Ability to gather, analyse and interpret data for effective target setting ▪ Dynamic and innovative approach to teaching and learning developments within a department ▪ Ability to assess and promote students' progress in a variety of ways ▪ Good interpersonal and communication skills ▪ Confident use of ICT ▪ Evidence of good classroom management skills in an inclusive environment ▪ Good verbal & written communication skills ▪ ICT skills including the ability to use standard software packages and the ability to use ICT effectively to engage students



Personal Qualities:	<ul style="list-style-type: none">▪ An exceptional role model with high standards of integrity and approachability▪ Possess energy, enthusiasm and creativity▪ Belief in the importance of high expectations, standards and aspirations▪ Democratic, sensitive and display a good sense of humour▪ Able to work effectively in a team▪ Flexible and collaborative▪ Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour▪ Willingness to attend meetings and to work outside the timetabled day
Safeguarding:	<ul style="list-style-type: none">▪ Evidence of a commitment to promoting the health, welfare and safeguarding of children▪ Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school

Raphael Independent School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).



How to Apply

If you decide to make an application please look carefully at the Job Description and Person Specification.

Your supporting statement should be no longer than 3 sides of A4 and should be tailored to demonstrate your suitability for this post.

CVs will not be accepted and interviews will be offered to those applicants' best demonstrating how their skills, abilities and experience match the person specification and can demonstrate and evidence their commitment to our school.

Please complete **either** the word **or** pdf format of the application form.

Key Dates

Closing date:

Friday June 29th 2018 at 10am

Shortlisting:

Week commencing July 2nd 2018

Interviews:

Week commencing July 9th 2018

Visits to the school:

By arrangement, please contact Anita Hargrove as below.

Any Questions?

If you would like an informal discussion about any aspects of this job opportunity, please contact Anita Hargrove (Office Manager) in the first instance on 01708 744735

Applying

If you decide to apply for this post please return your completed application form to: admin@raphaelschool.com





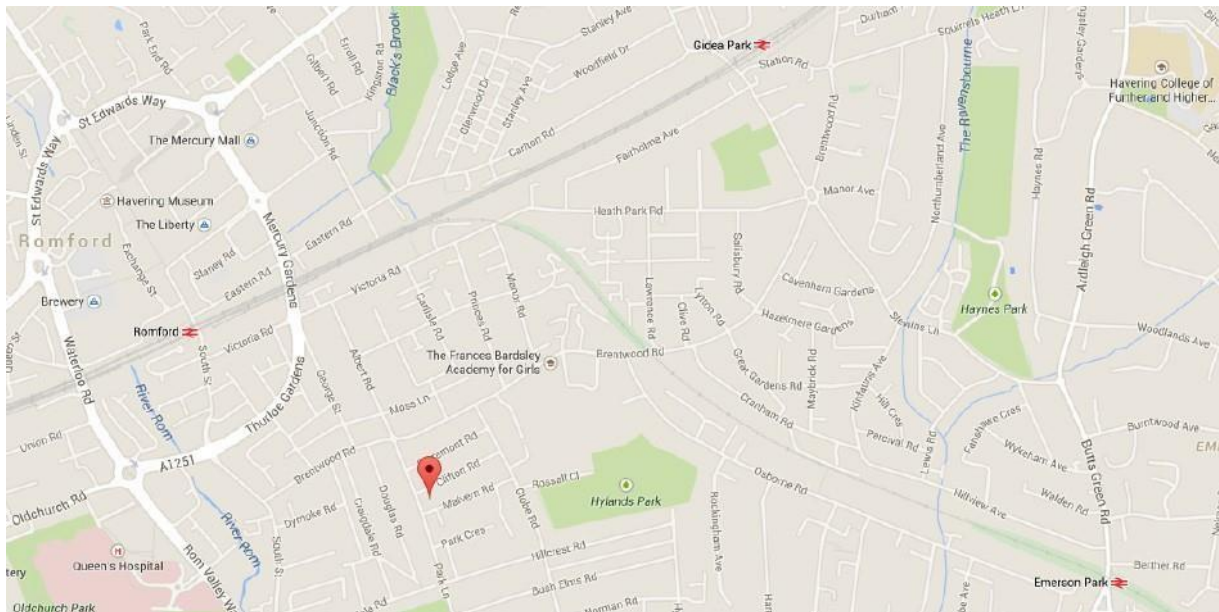
Raphael Independent School

Location

Raphael Independent School
Park Lane
Hornchurch
RM11 1XY

Tel: 01708 744735

Email: admin@raphaelschool.com





Additional Information

Please click on the links below for additional information.

Raphael ISI Inspection Report

Please click [here](#).

Independent Schools Inspectorate Website

Please click [here](#).

Schools in Havering

Please click [here](#).

Properties for sale in the RM11 area

Please click [here](#).





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