



# Lady Margaret School

Teacher of English

(Fixed Term Contract 2018—2019)

Applicant Pack





## Letter from Headteacher

Dear Candidate,

Thank you for showing interest in the post of Teacher of English at Lady Margaret School. Founded 100 years ago, the school has a proud and successful heritage in educating girls. Now in our centenary year, we are also looking to the future with the expansion of the Sixth Form and a move to a permanent four forms of entry.

We wish to appoint a new member of the English Department to be part of shaping that future, to build on the great strengths of the school, maintaining the highest academic and behavioural standards, whilst adapting to the fast changing educational landscape. Lady Margaret School has always been a high performing school, as testified by its most recent 'Outstanding' Ofsted and SIAMS ratings. Recent results at GCSE have continued these high standards whilst reminding us of the challenge of building 'added value' for girls of all abilities. At A level, we enjoyed excellent results in 2017 and we continue to offer a rich curriculum for our students.

This post offers the chance to work with a committed and experienced staff as part of a learning community supporting each other to develop an innovative and exciting curriculum. This is a unique opportunity: to work in a school with a strong and proud heritage and to help lead it into the next exciting chapter in its history.

Thank you again for your interest in joining us.

Yours sincerely

Elisabeth Stevenson  
Headteacher





# Teacher of English

September 2018 Start - One Year Fixed Term

Inner London Teachers' Main - Upper Scale

Lady Margaret School is a comprehensive Church of England school for girls aged 11-18. It is situated on Parsons Green in West London, and serves a diverse local community. It was founded in 1917 and became an Academy in September 2012. The school is extremely successful and over-subscribed. Staff, students and parents work together to develop each individual student within a culture of high expectations and respect. We aim to empower students to achieve high aspirations for themselves within a culture of hard work and respect for everybody.

Our exam results reflect the hard work of our staff and students. In 2017, 89% of our girls attained GCSE English and Mathematics at grades 9-4 plus 3 or more other grades A\*-C. At A Level, our results are consistently outstanding, with high numbers of girls progressing to a wide range of Higher Education courses. In 2017 70% of grades were A\*-B. Students at LMS have a very good record of securing offers from top universities.

Now in our centenary year, we look forward to building on this success. We are looking for a talented and enthusiastic professional to join our English Department in September 2018 for a fixed term period of one year (maternity cover). The successful candidate will teach English across the full age and ability range. This position is suitable for either an NQT or someone with more experience. Candidates with suitable skills and experience may have the opportunity to apply for a TLR to lead Key Stage 3 English. As a member of our staff community you will have the chance to work with a strong staff team to build on the current successes of the school as we move forward into the next stage of our development.

Closing date for applications: Tuesday, 17 April 2018, noon  
Interviews will be held on: Friday, 20 April 2018

For further information about this position, and an application form, please refer to our website ([www.ladymargaret.lbhf.sch.uk](http://www.ladymargaret.lbhf.sch.uk)), contact Mrs Wendy Gainham by email ([recruitment@ladymargaret.lbhf.sch.uk](mailto:recruitment@ladymargaret.lbhf.sch.uk)) or telephone 020 7736 7138 (8.30 am till 4.30 pm).

Lady Margaret School is committed to safeguarding children. The successful candidate will be subject to an enhanced DBS check.



## Lady Margaret School English Department

The English Department at Lady Margaret School is a dynamic, innovative and creative team. We have a passion for teaching our subject: We wish to foster in the girls an enthusiasm for reading and love of literature while ensuring that we equip them for the rigorous demands of external examinations and the challenges of life beyond school.

The Department has high academic standards. We promote the articulate use of both spoken and written English. Our schemes of work are designed to give pupils the cultural capital needed to succeed in later life, whatever their background. We believe in the power of language to promote social mobility and develop individual thinking. With this aim in mind, our KS3 curriculum has a focus on drama, poetry and prose from the classical canon which will equip pupils with the vocabulary and confidence to tackle the new GCSEs and further academic study. We encourage pupils to engage in debate and discussion and have designed schemes of work on language that target argumentative as well as descriptive skills. Drama is taught as a separate subject at KS3 and 4 but English and Drama work closely together in promoting articulacy and creativity in spoken language.

At GCSE we follow the AQA course in Language and Literature. At A Level we follow AQA English Literature A. Both courses are now well established in the Department and well-resourced for each unit of study. However, we always welcome new ideas and approaches: We are not complacent and aim to be self-reflective practitioners who strive to improve our teaching and provision for the students. Our results are excellent at both GCSE and A Level: In 2017 91% of girls achieved A\*-B at English Literature A Level. At GCSE, 89% achieved 5-9 in English Language (48% 7-9) and 90% achieved 5-9 in English Literature (55% 7-9).

The Department wishes to foster the creativity and individuality of teachers yet aims to give each girl at LMS the same consistently high standard of English education. As such, all girls will study the same unit of work at the same time within their year group and are taught in mixed ability classes. This practice allows effective co-planning and sharing of resources within the Department. We have two formal Departmental meetings per half term but also meet up informally outside of these times to share teaching ideas and strategies.

The Department emphasises the value of extra-curricular activities and aims to maintain a high profile in school life. We currently have a regular Debating Club for KS3 and KS4-5, Literary Society, Creative Writing Club, Drama Club and KS3 Book Club. There is also an annual school production. We have competitive reading schemes in Year 7 and 8 and work to raise the profile of reading and literacy in the school through special events like World Book Day.

The English Department is currently comprised of seven teachers, including a specialist Drama teacher. We are a supportive, relaxed Department who aim to retain a good sense of humour while having a serious sense of purpose to provide an outstanding education for the girls that we teach.



## Job Description — Teacher of English

**Job Title:** Teacher of English

**Reports to:** Head of English

**Overall Responsibility:** Delivering the highest quality learning experiences to pupils learning English

**Date:** 01 September 2018—31 August 2019

**Salary:** Inner London Scale, dependent on experience (TLR3 for leading Key Stage 3 English may be offered to a candidate with suitable skills and experience)

**Disclosure level:** Enhanced

### Safeguarding

- Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Appointment to this post is subject to an enhanced criminal record and background check

### Aim and Main Purpose of the Job:

To support the outstanding outcomes of the English Department by teaching an exciting and challenging English curriculum, teaching consistently high-quality lessons, and promoting exceptional levels of academic development, attainment and wellbeing for LMS girls.

### Overview:

1. To deliver consistently high quality lessons to pupils to enable them to make outstanding progress.
2. To support the development of an engaging, challenging and accessible English curriculum for each year group that supports pupils to make outstanding progress.
3. To make a valued contribution to the school's pastoral and extra curricular programmes, including trips and school visits.
4. To be a committed Form Tutor, supporting the personal development and well-being of the girls in your tutor group.

### Classroom Teacher:

1. Plan and deliver high-quality, challenging lessons
2. Prepare pupils for any internal or public examinations, to enable each pupil to achieve her potential.
3. Maintain high expectations of pupils and set them challenging but achievable targets.
4. Understand your responsibilities for pupils with particular educational needs. These will include identifying pupils with special educational needs, adapting your teaching accordingly, seeking advice from colleagues including the SENCO when appropriate.
5. Follow all relevant school and departmental policies in the planning and delivery of lessons.
6. Where a member of staff is under allocation to do cover lessons where necessary.





## Job Description—Teacher of English cont'd

### **Assessment, reporting and communication**

1. Implement the school approach to assessment and feedback to inform planning, develop learning and evaluate pupils' progress.
2. Provide formative oral and written feedback to help pupils reflect upon and improve their work.
3. Make effective and regular use of the school's assessment criteria and reporting procedure to inform learning.
4. Maintain regular records of pupils' attainment and progress.
5. Attend parents' evenings and Open Evenings as required.

### **Professional development**

1. Demonstrate a commitment to continuous professional development by participating in opportunities to build your capabilities as a teacher.
2. Maintain an up-to-date expert knowledge of your subject area, relevant aspects of the National Curriculum and exam board requirements.
3. Ensure you understand your professional responsibilities in relation to school policies and practices.
4. Evaluate your own teaching critically and use this to improve your professional development.

### **Form Tutor Responsibilities**

1. Maintain a holistic overview of the academic and pastoral progress of your tutees, including monitoring their wellbeing, and academic progress.
2. Develop strong relationships with tutees based on trust and respect.
3. Deliver the PSHE curriculum to tutees in the weekly PSHE lesson.
4. Implement attendance, rewards, sanctions, behaviour and monitoring policies, including maintaining a weekly check of girls' day books.
5. Work with the Head of Key Stage or Head of Year to identify the need for Intervention planning where necessary.
6. Monitor the safeguarding and welfare of girls in your tutor group
7. Make Heads of Year, SENCO and senior staff aware of any issues with girls as necessary.
8. Proactively engage parents to build positive home-school relationships. Act as the primary point of contact for parents of your tutees.
9. Model the ethos of the school.
10. Keep the form register and monitor patterns of pupil attendance / absence.



## Job Description—Teacher of English cont'd

### Notes

1. All the responsibilities outlined in this job description are subject to the general duties and responsibilities contained in the statement on conditions of employment under the Teachers' Pay and Conditions Act 1987.
2. This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's published time budget policy and have regard to Clause 4 (1F) of the teacher's conditions of employment.
3. This job description is not necessarily a comprehensive definition of the post it will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Staff are required to wear business dress and to be professionally presented.
5. Candidates must be in sympathy with the aims and objectives of a Church of England school and its ethos. (See prospectus for guidelines). Members of staff must support the church ethos of the school, including taking part in religious education and acts of worship.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.



## Person Specification—Teacher of English

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified to at least degree level</li><li>• Qualified to teach in the UK</li><li>• Qualified to work in the UK</li><li>• QTS or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Further professional qualifications</li><li>• Experience of teaching A Level in this subject</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Ability to deliver consistently outstanding lessons in this subject to pupils of all ages and abilities.</li><li>• Proven record of significantly raising achievement with all groups of pupils across the age and ability range and of helping them achieve impressive examination outcomes.</li><li>• Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.</li><li>• Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work.</li></ul>	<ul style="list-style-type: none"><li>• Experience of having worked successfully in at least one school in an urban, multicultural setting, teaching pupils from backgrounds of socio-economic disadvantage.</li><li>• Experience of having led and managed a high-performing team, ideally, but not necessarily, in an educational context.</li><li>• Successful experience of working particularly with high ability of SEN pupils.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Thorough knowledge of the requirements of the subject.</li><li>• An understanding of the ways children learn and how individual needs may be assessed and met.</li><li>• Good knowledge of current educational developments and initiatives relating to the subject and their implications.</li><li>• An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies.</li></ul>	<ul style="list-style-type: none"><li>• Actively informed of developments in your subject area, and of broader pedagogic developments at local, national and international levels.</li></ul>





## Person Specification— Teacher of English cont'd

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.</li><li>• The ability to develop positive relationships with all young people</li><li>• Well-developed planning &amp; organising skills including time management, prioritisation, delegation and administration.</li><li>• Ability to plan, monitor, evaluate, review and lead by example.</li><li>• Sound judgement and problem solving skills.</li></ul>	<ul style="list-style-type: none"><li>• An ability to use data confidently to inform planning.</li><li>• Competent user of ICT</li></ul>
<b>Motivation</b>	<ul style="list-style-type: none"><li>• Willing to support LMS school ethos as a Church of England school</li><li>• Willing to be fully engaged in the whole life of the school including extra-curricular activities.</li><li>• Willing to be a form tutor.</li><li>• Committed to working collaboratively with colleagues.</li><li>• A commitment to the safeguarding and welfare of all pupils.</li></ul>	<ul style="list-style-type: none"><li>• Experience of leading successful extra-curricular activities which inspire and motivate learners.</li></ul>