

5 October 2017

Dear Candidate

Thank you for expressing an interest in the position of English Teacher at Teddington School. We have included the Job Description and Person Specification for the position which is a fixed term contract to cover maternity leave. The opportunity will commence on Monday 30 October 2017 and end on Friday 20 July 2017.

The successful applicant will be joining the school at a very exciting time. I joined the school in April 2014 and have been working with Governors and staff on redefining our school vision and values and beginning a rapid programme of developments that will ensure we continue to meet the very high standards the school sets for our young people. I am impressed by the enthusiasm of the staff, students, families and Governors to work together and build even further on the significant successes of this very popular local community comprehensive school.

The opening of our new Sixth Form, in its own impressive building, has been very successful and candidates will enjoy the opportunity to be part of the growth of that provision and helping ensure it becomes the first choice for post 16 education by our young people. We share a commitment to the professional development of our colleagues and invest heavily in bespoke training and supporting further academic study.

The **closing date for applications is 9:00 am on Tuesday 17 October 2017**. Those candidates shortlisted for interview will be notified accordingly. It is very important that you include a telephone number for both day and evening so that we may contact you by telephone if necessary.

If you have any further queries about the school or the post, or would like to make a preliminary visit, please do not hesitate to contact our Curriculum Leader English, Helen Yarker, on telephone direct dial 020 8614 5248.

For those wishing to apply, please complete the TES application form (please note CVs will not be accepted) and submit it accordingly.

Thank you for considering Teddington School for the next phase in your career and I very much look forward to receiving an application from you.

Yours sincerely



John Wilkinson
Executive Headteacher



English Department

The Team

Curriculum Leader	Mrs H Yarker
Deputy Curriculum Leader	Ms C Hale
Assistant Curriculum Leader	Ms L Day
Assistant Curriculum Leader	Ms S Bailey
English Teacher	Ms A Morozgalska
English Teacher	Ms K Corrigall (Assistant Head)
English Teacher	Mr J Ackerley
English Teacher	Ms L Jankowski
English Teacher	Mrs J Whiteside
English Teacher	Mr J Golding
English Teacher	Mr N Kenny
English Teacher	Mrs L Reed

Our team of hardworking and dedicated teachers are both supportive and welcoming. Our doors are always open, and we work hard to foster an ethos of sharing good practice, and team work.

GCSE Results

The majority of our students sit both English Language and English Literature, and our GCSE results and the progress made demonstrate the commitment and enthusiasm of our team, as well as the attitudes of our students:

GCSE	2017	
	7-9%	4-9%
English Language AQA	28.2	85.7
English Literature AQA	28.6	81.5
	A*-A	A*-C
Media Studies Eduqas	13.8	65.5

AS English Literature and Film Studies 2017

	A*-C%	A*-B%
Literature Edexcel	80	60
Film Studies	100	50



Our Working Environment

Our suite of eight classrooms on the first floor provides students and staff with a calm and enjoyable working environment. With some with flexible walls and a dedicated 'break out' space, we are able to be flexible in our approaches to teaching and learning. We also have portable ICT facilities as well as access to the school's dedicated ICT rooms.

The Curriculum

English at Key Stage 3 is taught in mixed ability groups of 24 students (with two foundation groups in year 9). At GCSE, students are taught in broadly banded groups based on target grades. We use Firefly to ensure students can access materials in order to encourage independent learning and our schemes of work are regularly updated and revised in order to keep teaching and learning fresh and relevant.

We develop students' skills with a wide range of enrichment and extra-curricular activities: Book Week, Speech Competition, as well as visits from local theatre groups, poets and writers. The department is committed to developing an innovative and flexible curriculum, making full use of the opportunities offered by our building.

KS3

The English Department has developed a range of schemes of work that develop the skills that students need at GCSE and A Level. Our aim is to ensure we develop students' ability to be effective writers and readers for different purposes and audiences, and our range of tasks allows for both challenge and support.

KS4

At KS4, we prepare students for the AQA specification and offer all students a positive experience of Literature. We are currently planning our units for the new specifications in Language and Literature: our aim is to provide students with a rich experience of a wide range of literature, media and spoken texts.

KS5

Our well-equipped sixth form centre opened in September 2014. We currently offer English Literature (Edexcel) and Film Studies (Eduqas).

We plan to extend the range of A level choices by developing an A Level English Language offer in the near future.

We look forward to welcoming you to our department.



JOB DESCRIPTION

TEACHER OF ENGLISH - MPS – UPS

Fixed Term Contract – Maternity Leave

The purpose of this role is to provide high quality teaching and learning, achievement and engagement of students in line with our vision and ethos.

Responsible to the Curriculum Leader for English

KEY RESPONSIBILITIES

- to help develop and implement policies and practices for English which reflect the school's commitment to high achievement and effective teaching and learning
- to support the Subject Leader for English in the development of appropriate syllabi, assessment, teaching and learning strategies and resources
- to support in monitoring the progress made towards achieving targets for English

Teaching and Learning

To help sustain effective teaching, evaluate the quality of teaching and standards of students' achievements and set targets for improvement.

- to plan and deliver effective lessons, ensuring curriculum coverage, continuity and progression in for all students
- to check, mark and assess students' work and report on progress
- to support the subject leader in the choice of appropriate teaching and learning methods, to meet the needs of individual students
- to work with the subject leader in establishing clear practices for assessing, recording and reporting on student achievement
- to ensure that as a teacher you are aware of your contribution to students' understanding of the duties, opportunities, responsibilities and rights of citizens
- establish a partnership with parents to involve them in their child's learning, as well as providing information about curriculum, attainment, progress and targets
- support the subject leader in development of effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and develop students' wider understanding
- To contribute to the orderly atmosphere of the school
- To attend staff, parents meetings
- To act as a tutor
- To carry out supervision duties



Efficient and Effective Deployment of Resources

To help identify appropriate resources and ensure that they are used efficiently, effectively and safely.

- to support the subject leader in identifying resource needs
- use accommodation to create an effective and stimulating environment for the teaching and learning
- willingness to work with others to ensure that there is a safe working and learning environment in which risks are properly assessed

Other

- To unequivocally support and promote the values and ethos of Teddington School
- Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems
- Take responsibility, appropriate to the post for team around the child tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority
- Work in accordance with the Schools Health and Safety Policies and Procedure
- To undertake such other duties as laid down in the School Teachers Pay and Conditions Document.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



PERSON SPECIFICATION – ENGLISH TEACHER

Part A

EXPERIENCE, SKILLS & ABILITIES

Experience of teaching English at KS3 and 4, and interest in or experience of teaching up to KS5

Evidence of good/outstanding teaching

A high level of organisational skills

The ability to create a stimulating visual environment in the classroom

Knowledge of the changes to the new GCSE specification

Excellent written and communication skills, including appropriate ICT skills

A secure knowledge of the importance of data as a means both to measure and to extend progress

Part B

QUALIFICATIONS AND TRAINING

Good Honours degree in relevant subject

Qualified Teacher Status

PERSONAL QUALITIES

Commitment to safeguarding and promoting the welfare of children and young people

Motivation to work with children and young people

Able to form good relationships with students, staff and parents

A commitment to lifelong learning and a willingness to contribute to furthering their own learning through the schools extensive in-house CPD programme

Commitment to the School's Equal Opportunities policies

Personal drive and energy to motivate and inspire staff and students

Commitment to schools values and moral purpose



Please read these notes before completing the application form

It will help us if you follow these instructions:

- When completing your application form, please include everything you wish the panel to consider on the form.
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are shortlisted.
- Please submit your application form before the closing date on TES.
- Teddington School is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff members are required to complete a DBS check (formally known as Criminal Records Bureau) and declare previous convictions.
- We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short listing panel.