



Teacher of English  
(maternity cover)

Part Time  
(0.8 timetable)

For September 2017

Information for Applicants

# King's High School

## A message from the Head Master

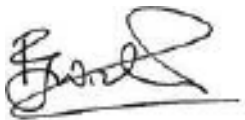
I am delighted that you are taking the time to find out more about joining the King's High community.

This brochure can only give you a glimpse of our wonderful school; however, I hope it conveys the exciting opportunities offered at King's.

As a leading school for girls, we take pride in offering a broad and well-rounded education. The girls here are characterised by their commitment to their studies, the enjoyment they take in pursuing their extracurricular interest to the full, and the important contributions they make to the local and wider community.

King's is an exceptionally dynamic and vibrant environment in which to work. Our expert staff show great commitment to the girls both in the classroom and in their wider endeavours, delighting in their many and varied successes.

I therefore very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.



**Richard Nicholson**  
Head Master



# The School

Founded in 1879, King's High School provides independent, single sex, day education for approximately 610 girls aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere, founded on a distinguished academic tradition tailored to individual girl's needs by a highly qualified and motivated staff. We pride ourselves on the outstanding academic and creative performance of our pupils.

We value friendship, involvement, intellect, creativity, spirit and maturity. Girls are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our girls to develop into happy, confident and compassionate young women with the ability to reason, analyse, learn independently and exercise good judgement.

The school has remained on the same town site in the heart of Warwick for 138 years. The main building, Landor House, is of historical interest. It is the birthplace of the writer Walter Savage Landor and remained in his family for 80 years before being given to the school in the late 19th Century.

Recent enhancements to our school site include: the Sixth Form Centre and St Mary's Building (opened by Dame Judi Dench in 2006); the Creative Arts Centre (opened by Old Girl Catherine Bott in 2009) and the Dining Room (opened by Miss Prue Leith in 2011). In September 2012, we were pleased to begin using our newly refurbished food technology facilities and a new, additional, science laboratory. Most recently we have been extremely pleased to open our newly renovated library, which includes an Innovation Centre.

In September 2016, the Governors announced 'Project One Campus', a £30 million development which will see King's High relocated to the Myton Road campus joining Warwick School and Warwick Prep School on the same site. It is planned that this new building will open in September 2020. Please visit [www.projectonecampus.co.uk](http://www.projectonecampus.co.uk) for further information.

Please visit our website to find out more about the school: [www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)

# The Foundation

King's High School and sister school Warwick Prep work as one school under a single leadership structure. Together with Warwick School we form the Warwick Independent Schools Foundation.



# The Role

We are seeking to appoint an outstanding English teacher to join an ambitious and exciting English Department in a thriving school.

The successful candidate will be able to teach English to an extremely high standard across the 11-18 range, from KS3 to A-Level, inspiring a genuine interest in the subject, and contributing with enthusiasm to the busy co-curricular life of the department and school.

This is an exciting opportunity for a qualified and innovative practitioner to develop their skills in a successful department.

The candidate will be an excellent communicator with strong inter-personal skills. They will be articulate and tactful with outstanding subject knowledge.

The role is part-time and for the academic year 2017-18. The successful candidate will be expected to teach 0.8 of the timetable allocation of a full-time teacher.

The department is an exciting cultural and literary hub in the school, with excellent links to the schools within the Warwick Independent Schools Foundation.



# Job Description

Reporting to Head of English the post holder is required to:

- To plan, prepare and teach lessons as required by the department.
- To set homework and mark written work regularly and ensure that the correct procedures are followed.
- To set, supervise and mark school examinations and course work for public examinations.
- To assess, record and report on the development, progress and attainment of pupils and to communicate this information to parents via written reports and Parents' Evenings. To provide written information for the UCAS and other similar forms.
- To review methods of teaching and programmes of work and participate in arrangements for further training and professional development.
- To contribute to departmental extra-curricular activities.
- To keep records of attendance at lessons as required.
- To encourage as much use as possible of the school libraries and other resources.
- To invigilate and undertake administration associated with public examinations.
- To maintain good order and discipline among pupils and safeguard their health and safety.
- To attend Departmental, Year, Staff, Parents' and Inset meetings.
- To attend assemblies.
- To provide cover for absent staff, especially within the department, and to carry out other duties as required.
- To act as a Form Tutor.
- To adhere to school policy on safeguarding and update training as required.
- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

# Further Details

**The Employer** is the Warwick Independent Schools Foundation.

## Salary

This is a full time position and the Warwick Independent Schools Foundation has its own salary scale and salary will be determined according to qualifications and experience.

## Staff Lunches

Lunches are provided, free of charge.

## Pension

Applicants will automatically be enrolled into the teachers' pension scheme.

## Child Protection

The school's Child Protection Policy is included in this pack. An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

## Safeguarding

All staff are required to:

1. adhere to the School Policy on safeguarding and undertake training as required;
2. ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

## Appointment Method

Interviews and tasks

### Appointment Timetable

#### 21 June 2017 (12 noon)

Deadline for submission of applications (on the standard application form)

#### ASAP thereafter

Notification of outcome to short-listed candidates & interviews

## The Application Form

This must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview.

If you have any queries about the completion of the form, please contact Mrs Diane Ralphs (Head Master's PA) [d.ralphs@kingshighwarwick.co.uk](mailto:d.ralphs@kingshighwarwick.co.uk)

## Enclosures

- Application Form
- Job Description for Heads of Department
- Equal Opportunities Policy
- King's High School Child Protection Policy
- Recruitment of Ex-Offenders Statement

# Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A highly qualified graduate</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualifications at a higher level</li> </ul>	Contents of the Application Form Copies of qualifications.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Outstanding classroom practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching in a selective academic school</li> <li>• Experience of teaching girls</li> <li>• Background of teaching very able pupils with significant success.</li> <li>• Teaching at all levels to A level</li> </ul>	Contents of the Application Form Interview Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, in clear English, with colleagues, pupils and parents, including in written reports.</li> <li>• Effective behaviour management strategies.</li> <li>• Differentiation</li> <li>• Ability to prioritise and make decisions</li> <li>• Excellent time management and organisational skills</li> <li>• Outstanding use of ICT in the classroom and to develop resources</li> </ul>		Contents of the Application Form Interview Professional references
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge of ICT specifications and pedagogy</li> <li>• Subject knowledge of the highest order</li> <li>• Understanding of the factors that influence girls' learning</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of how to use Assessment for Learning to develop pupils into independent learners</li> <li>• Up to date knowledge of ISI requirements for subject departments</li> </ul>	Contents of the Application Form Interview Professional references
<b>Personal competencies and qualities</b>	<p>A wholly professional attitude to include:</p> <ul style="list-style-type: none"> <li>• Commitment to high standards and achievement and to raising these standards</li> <li>• Commitment to own professional development</li> <li>• Support for school aims and policies</li> <li>• Ability to be positive and enthusiastic</li> <li>• Ability to cope with pressure/ workload</li> <li>• Tact and discretion, Loyalty, initiative, flexibility</li> <li>• Adaptability, confident and dependable</li> <li>• Soundness of judgement and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a "can do" attitude with good communication skills both on phone and in person that allows effective communication at all levels</li> <li>• Creates good rapport with staff parents and pupils</li> <li>• Ability to prioritise and a sense of humour</li> <li>• Ability to organise self and work independently</li> <li>• Ability to listen and work in a team</li> </ul>	Interview Professional references Task performance
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies</li> <li>• A willingness to adhere to the school's policy on safeguarding and to undertake training as required</li> </ul>		Contents of the Application Form Interview Professional references Successful DBS Clearance



**Independent Day School for Girls 11 – 18 years**

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