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Recruitment Information Pack

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## Head of English

Location - Holt, North Norfolk, UK

*Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

# Message from Douglas Robb, Headmaster

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I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR department (01263 714623) who will make the necessary arrangements.

With best wishes,

A handwritten signature in black ink, reading 'Douglas Robb', with a long horizontal line extending to the right.

# The English Department

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The English Department is housed in a self-contained building at the heart of the School's campus. It comprises six classrooms and a very well-resourced critical library for 6<sup>th</sup> form study. The subject is taught by seven teachers, two of whom are on the School's senior leadership team, and the department is a friendly and collaborative group. All pupils study English for 4 periods a week through years 9 to 11, and pupils are prepared for Cambridge IGCSE English and English Literature qualifications. At 6<sup>th</sup> form, pupils study English A: Language & Literature or English A: Literature as part of the IB Diploma Programme, or the Eduqas English Literature A level. English is a popular subject in the 6<sup>th</sup> form, and a pleasing number of pupils continue to study literature after school.

The School's library offers excellent additional support to pupils' study, particularly at 6<sup>th</sup> form. The School has a separate fiction library, and pupils are encouraged to read for pleasure. The Auden Society, the 6<sup>th</sup> form English Society, meets regularly and this, and a 6<sup>th</sup> form reading club, are run by pupils. The department has good connections with the Auden Theatre, the School's main theatre, and members of the department support debating and creative writing during the School week. The support for pupils from the Learning Support Department and the ESL Department is excellent.

The department is very well resourced, particularly with internal online resources and a budget to enable pupils to study a very wide range of texts. Trips to the theatre are regular, and pupils are encouraged to take part in national speaking and writing competitions.



# JOB DESCRIPTION AND PERSON SPECIFICATION

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The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

## JOB DESCRIPTION: Head of English

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**Responsible to:** Deputy Head (Academic)

This job description presents the practical purpose and main elements of the role. It serves as a guide to the nature and most significant aspects as they exist currently, but is not intended as a wholly comprehensive record of all aspects of the post. The role of a Head of English is a significant management position within the School, and therefore requires the enthusiasm, flexibility and initiative to respond to circumstances if necessary.

The Head of English should expect to be seen to be promoting the culture and ethos of the School and be a leading practitioner in the department. All Heads of Department take an appropriate role in the co-curricular and pastoral life of the School.

The Head of Department is responsible for:

- The high standards of teaching and learning within the department. The Head of Department is expected to lead discussions and activities which promote best practice within the department
- Maintaining a full awareness of developments in specifications and marking of papers, and disseminating this to the department
- Promoting a departmental culture of self-review, lesson visits, good practice and support within the school Continuing Professional Development structure, the performance review structure and initiatives from the academic leaders in the School
- The data-tracking of pupils, working closely with the Director of Studies to enable the School's use of data to support teaching and learning
- Monitoring the marking and assessment within the Department, with a key focus on feedback
- Chairing Department meetings; attending Heads of Department meetings; Attending the Academic Steering Group meetings
- Working closely with the Head of Exams on public examination entries and procedures including non-exam assessments (NEAs), and the internal exam sessions
- Support NQTs as appropriate
- Managing the departmental budget
- Managing detentions in the department



- Managing Elective support in “GAPS” time (additional 1:1 time)
- The organisation of departmental teaching allocations in liaison with the Director of Studies
- Attending the annual subject meeting of the local independent schools group
- Liaison with the Head of English at the Prep School
- Interviewing scholarship candidates where necessary
- Overseeing the marking of entrance exams
- Maintaining the profile of the department within the School, and the Head of English should be seen as the point of reference for pupils and parents in addition to class teachers



## PERSON SPECIFICATION

Qualifications	Essential	Desirable
A good Degree in English	✓	
Qualified Teacher Status (QTS)	✓	
Post-graduate educational degree or equivalent	✓	
Experience of the International Baccalaureate		✓
Skills and Experience	Essential	Desirable
Track record of effective and highly engaging teaching at senior-school level, including expert classroom management, a strong rapport with pupils, and a very good record of exam results	✓	
At least 3 years' experience of teaching across KS3 to KS5	✓	
An understanding of developments in assessment at A level, GCSE, IGCSE and, desirably, IB	✓	
A personal commitment to continuing professional development	✓	
Personal Qualities	Essential	Desirable
A well-founded interest in literature and language, and a strong desire to communicate and share this with pupils	✓	
Excellent communication skills in person and in public	✓	
Personable, supportive, with the ability to lead, motivate and work well within a team	✓	
The confidence, honesty, warmth and integrity to deal effectively with pupils, parents and colleagues	✓	
Patience and a sense of humour	✓	
Enthusiasm and willingness to contribute fully to the life of a busy boarding school	✓	
Stamina, emotional intelligence and resilience and the ability to work at pace.	✓	
Be committed to safeguarding the physical, emotional and mental well-being of young people	✓	

## Personal Details

**Eligibility to work:** For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

## Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

## Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (The Data Protection policy is available on our website: [www.greshams.com](http://www.greshams.com).)

**Disclosure and Barring Service:** Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

## Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **passport and/or UK driving licence (including a photo-card);**
- **a UK birth certificate;**
- **UK firearms licence;**
- **EU photo identity card;**
- **a utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

**For Teaching Posts:** You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

**Support Posts:** As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

### **Conditional Offer of Appointment**

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- completion of Educare Child Protection Training.

### **Safeguarding**

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

### **Warning**

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children, the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

### **Queries**

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email [hr@greshams.com](mailto:hr@greshams.com).



# HOW TO APPLY

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## Head of English

If you would like to apply for the position of Head of English, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

### Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, however this must not be submitted in place of the application form;
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

### Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

### References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

**Please note**, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

**Submission of applications** - All application forms should be returned to, [applications@greshams.com](mailto:applications@greshams.com) or by post to:

HR Department  
Gresham's School  
Old School House  
Church Street  
NR25 6BB

Please submit your application by 12 noon on the closing date of 25<sup>th</sup> January, 2019. If your application is submitted after this time, we will not be able to accept it. Interviews will be held on Wednesday 30<sup>th</sup> January, 2019.

**Start Date: September 2019**

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*Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.*



*THE GRESHAM'S ETHOS IS THAT RESPECT SHOULD BE SHOWN TO ALL:  
TEACHER TO PUPIL, PUPIL TO TEACHER, AS WELL AS PUPIL AND TO THE WIDER COMMUNITY.*



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

01263 714500

[www.greshams.com](http://www.greshams.com)

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