

Todmorden High School Application Pack



Role title: Teacher of English

(Possibility of TLR or Recruitment and Retention for the right candidate)

Contract type: Full time/Part time/permanent contract

Grade: MPS/UPS

Hours: 32.5 per week

Work Pattern: Monday to Friday

(in accordance with the School Teacher Pay and Conditions Document)

Start Date: September 2025 (flexible)

We reserve the right to close this vacancy early if we receive sufficient applications for the role.

Disclosure and Barring Service Checks: Appointment to this post is exempt from Rehabilitation of Offenders' Act and subject to the following DBS check – an enhanced with Children Barred List Check.



Todmorden High School
Ewood Lane
Todmorden
OL14 7DG
www.todhigh.co.uk
01706 813558
@TodmordenHigh



Ambition, Respect, Care and Honesty

A warm welcome to Todmorden High School



Message from the Headteacher

‘We pride ourselves on our open and friendly approach along with our high expectations of what our students and staff can achieve’.

School vision : Enabling individuals to unlock their unique potential.

Dear Applicant,

It is my pleasure to introduce you to our educational family. Todmorden High School is a small, successful school at the heart of our community. We pride ourselves on our **open and friendly** approach along with our high expectations of what our students and staff can achieve. We aim not only to foster a thriving climate for learning, but to provide the very best career opportunities for everyone; in an environment where aspirations can be met and opportunities for **personal development and growth** remain a constant priority.

We are committed to creating a culture where all students and colleagues at all levels, can feel proud of who they are, and of their achievements - all this in an environment where **our values** can thrive. In keeping with our values, we strive to create a school that celebrates difference. **Ambition, Respect, Care and Honesty** remain at the forefront of everything we do; we are trusted to do the right thing for each other, our students and our wider community. There are **stimulating and rewarding** times ahead at Todmorden High School and I very much look forward to sharing them with you.

A handwritten signature in black ink, appearing to read 'Emily Rawlinson'.

Emily Rawlinson
Headteacher

AMBITION, RESPECT, CARE AND HONESTY

School Life

Our teaching staff provide an inclusive education to meet the individual needs and abilities of each student. Our curriculum focuses on the development of skills, knowledge and understanding, not only in subjects but in social, moral, spiritual and cultural education and British values. We aim for all our students to unlock their unique potential academically, personally and morally, so they are fully equipped to make the right choices in life. Our curriculum is aspirational, supporting social mobility. We give our students a broad and balanced curriculum that will give them the foundation they need to lead happy and successful lives, underpinned by our core values of **Ambition, Respect, Care and Honesty**.



“The teachers are really good at being supportive and help me in my learning”

Year 7 Student—Student Voice Survey response 2022.



AMBITION, RESPECT, CARE AND HONESTY

Our Vision

We believe that every child has
unique potential
and at Todmorden High School,
we're here to enable
every child to **unlock it.**

"Todmorden High School is a welcoming and friendly school. Pupils enjoy coming to school because they feel safe and they learn a lot."

Ofsted January 2020, Good



"Pupils and teachers understand the ARCH values of ambition, respect, care and honesty. These values are clear in the lessons and in the pastoral care in the school.

Parents mention these values too. Pupils say that bullying is not common and that, when it happens, teachers deal with it"

Ofsted January 2020, Good

AMBITION, RESPECT, CARE AND HONESTY

Our Values

Ambition: High expectations for yourself,
the community and the wider world.

Respect: For yourself, the community and the wider world.

Care: Caring for yourself, the community and the wider world.

Honesty: Being true to your unique self,
the community and the wider world.

Behaviour and Standards

Every student is expected to uphold our school values, which are displayed in every classroom. They are a constant reminder to our community of our expectations.



"In lessons, pupils get on with their work and they behave well. Teachers have high expectations of pupils in their lessons and inspectors saw this in their work. The school has thought carefully about what pupils need to learn."
Ofsted January 2020, Good

AMBITION, RESPECT, CARE AND HONESTY

Our People

Students

“Student voice is strong. Opportunities are regularly given to me and other students for us to voice our opinions and ideas and contribute to school life”



“My daughter has settled in extremely well at Todmorden High School and the experience for her on the whole so far has been a very positive and confidence –boosting one.”

Parents

Staff

“The school offers values-driven education where we all work together within a family ethos with the best interests of students at the heart of all decisions.”



AMBITION, RESPECT, CARE AND HONESTY

The Role

Teacher of English

At Todmorden High School, we are excited to be able to offer the opportunity for a Teacher of English (with the possibility of TLR or recruitment and retention for the right candidate) within our wonderful school. As a school we operate an innovative and evidence-led approach to learning with modelling and direct instruction at the heart of our teaching. Our classes are taught in mixed prior attainment in years 7 to 9 and options groups in years 10 and 11. Under this model and our powerful values-driven approach our results are continuing to improve. We are looking for a teacher of English to work collaboratively with our talented team to build on this success. Part of our approach means we're always on the lookout for like-minded members of staff and we invest in school-wide leadership responsibilities that aid us in our vision. This position arises due to internal promotion and the successful candidate would work with the Director of English and another TLR holder in the department to form the English Leadership Team.

The school also offers departmental leadership responsibilities and TLRs for Learning and Teaching across the school in a whole school role. These are one-year posts with the intention that they lead to progression within school.

You would join the school at an exciting time, as the school has academised and joined Share MAT and we are part of the new schools' building programme starting in April 2025. We value our staff, and we know Share MAT does too. Our staff voice is strong and colleagues like working here. We have a strong CPD programme and there are often chances for staff to progress their careers and develop. This has been enhanced with recent support from Share MAT (who are the Teaching School Hub for Calderdale and Kirklees).

We'd love to hear from you if you share our belief in 'enabling individuals to unlock their unique potential' and the MAT's belief in 'Valuing People, Supporting Personal Best'.

We are a small and friendly comprehensive school for 11 to 16-year-olds with 900 pupils located in the beautiful Todmorden valley. 'Todmorden High School is a welcoming and friendly school. Pupils enjoy coming to school because they feel safe, and they learn a lot. Pupils get on well with their teachers and enjoy good relationships. Pupils know that there is always someone who will help them if they have any concerns' (Ofsted 2020). We are so much more than 'just another school'.

Should you have any questions about this role, please email our Assistant Headteacher, Ms Cat Vose: c.vose@todhigh.co.uk

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Main duties

- Teaching and leadership of the English department alongside the Director of English.
- Responsibility will be shaped around the skills of the two TLRs holders and responsibilities split.
- To ensure the effective learning of all students across the attainment and age range.
- To structure the learning of students by planning and delivering good lessons.
- To promote and be accountable for high standards of achievement.

AMBITION, RESPECT, CARE AND HONESTY

Specific duties

- To work alongside the Director of English to improve standards in this subject.
- To teach excellent, engaging lessons to diverse groups of students at all levels.
- To adhere to National Curriculum standards.
- To ensure that all students make good progress as reflected in value added data and in examination results.
- To assess, record and report on student performance.
- To ensure that students hit target grades as reflected in interim and annual reports by:
 - using data to assess students' academic progress.
 - challenging students and make e-mail or telephone contact with parents where forecast grades are significantly below target grades.
 - intervening directly with students where forecast grades are significantly below target grade in more than three subjects.
- To report to parents as required.
- To ensure that lessons offer a wide range of learning opportunities to meet individual student needs.
- To evaluate lessons across the department in relation to student learning and plan future lessons accordingly.
- To take responsibility for personal professional development through:
 - classroom observation.
 - shared lesson planning.
 - promoting classroom learning and an enthusiasm for learning.
 - taking part in regular professional development discussion.
 - attending INSET as required.
 - keeping abreast of relevant national, local, and school based initiatives that will positively impact on learning.
- To uphold the standards and working practice of the school as detailed in the colleague handbook.
- To adhere to school policies and procedures.

Continuing Professional Development

- To be up to date with the best pedagogy in English teaching and disseminate this across the department.
- To promote pedagogical dialogue throughout the school.
- To be a good role model and support colleagues.
- To be open and receptive to feedback to improve classroom practice and curriculum development.
- To effectively manage classroom behaviour in line with school systems and policy.
- To develop and maintain good professional relationships with colleagues.
- To undertake school supervision duties as required.
- To carry out any other reasonable task at the request of a member of the Leadership Team.
- To work flexibly and undertake additional responsibilities when requested to do so in supporting the day to day running of the faculty.
- To uphold Teachers' Standards and uphold and adhere to school and local authority policies and procedures.

This is not an exhaustive list of duties and is indicative of the type of work required by this post holder. The post holder will be expected to work closely with the SLT and deliver the operation provision required to work with groups of young people in learning environments. The Headteacher may also require the post holder to fulfil other duties, as required.

AMBITION, RESPECT, CARE AND HONESTY

Role of the Form Tutor

Purpose of the job

To ensure the effective learning of all students within the tutor group through effective support and challenge.

To structure the learning of students during tutor periods.

To monitor the academic and social progress of each student within the tutor group and effectively intervene where necessary.

To ensure that students are ready to learn on a daily basis and that barriers to learning are removed.

Responsibilities

Responsible to: Learning Manager.

Responsible for: The social and academic progress of each student within the tutor group.

Main duties

To manage daily routines within school relating to uniform, equipment, timekeeping, and readiness to learn.

To ensure that students hit target grades as reflected in interim and annual reports by:

- Using data to assess students' academic progress.
- Challenging students and make e-mail or telephone contact with parents where forecast grades are significantly below target grades.
- Intervening directly with students where forecast grades are significantly below target grades in more than three subjects.

To oversee the behaviour of each member of the tutor group.

To monitor and promote good lesson attendance for each member of the tutor group.

To monitor the social, emotional, and physical well-being (including social integration) of each member of the tutor group.

To listen to and develop student voice within the tutor group.

To be a good role model to students.

Safeguarding

Child and Adult protection are key priorities for the school. We aim to support children and adults who are at risk to be as safe as they can be and to fulfil their potential. The Headteacher is the lead across the school for wellbeing, safety and the protection of children and adults at risk. The Headteacher has a responsibility to participate in training to the appropriate level of safeguarding, along with a duty to fulfil their personal responsibilities of safeguarding for all.

Equality of Opportunity

Todmorden High School is committed to equal opportunities in employment and welcomes applications irrespective of gender, race, disability, colour, ethnic origin, nationality, sexual orientation, gender identity, marital status, religion, trade union activity, age, and/or medical condition. Your personal details will be treated in accordance with our Applicant Privacy Notice, available on our website in the Policies section.

Data Protection

The post will have responsibility for overseeing compliance with the General Data Protection Regulation (GDPR), in conjunction with the School's Data Protection Officer.

Privacy Notice

The school adheres to all Privacy laws and regulations [THS-Recruitment-Privacy-Notice.pdf \(todhigh.co.uk\)](https://www.todhigh.co.uk/THS-Recruitment-Privacy-Notice.pdf).

Reviewed every two years, or earlier if change dictates.

AMBITION, RESPECT, CARE AND HONESTY

Job Specification

Person Specification

Characteristics
Professionalism – a core of strongly held and enacted values
Respect for others – The underlying belief that individuals matter and deserve respect.
Challenge and support – A commitment to do everything possible for each student and enable all students to be successful.
Confidence – The belief in one's ability to be effective and take on challenges.
Self-Learning – A commitment to developing understanding and learning new skills to become a better teacher.
Creating trust – Being consistent and fair. Keeping one's word.
Thinking – the drive to ask 'why?' and see patterns.
Analytical thinking – The ability to think logically, break things down and recognise cause and effect.
Conceptual thinking – The ability to see patterns and links, even when there is a lot of detail.
Planning and setting expectations – targeting energy and effort where it will make the most difference to students.
Drive for improvement – relentless energy for setting and achieving challenges.
Information seeking – a drive to find out more and get the full story. Intellectual curiosity.
Initiative – the drive to act now to anticipate and pre-empt events.
Leading – directing, inspiring and motivating others.
Flexibility – The ability and willingness to adapt to the needs of a situation and change tactics.
Holding people accountable – The drive and ability to set clear expectations and parameters and to hold others accountable for performance.
Managing students – The drive and ability to provide a clear direction to students and to enthuse and motivate them.
Passion for learning – The drive and ability to support students in their learning and to help them become more confident, independent learners.
Proven track record of success in the teaching of English.
Relating to others – managing one's interactions and relationships effectively.
Impact and influence – The ability and drive to produce positive outcomes by impressing and influencing others.
Empathy – The drive and ability to understand others and why they behave as they do.
Team working – The ability to work with others to achieve shared goals.
General
Qualified teacher status.
Capacity to be a good role model for all members of the school community.
Willingness to accept both support and challenge leading to improved practice.
Ability to teach excellent lessons.

We are an aware employer, who is committed to safeguarding and protecting the welfare of children and vulnerable adults, as a priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. **This post is subject to an enhanced DBS disclosure.**

AMBITION, RESPECT, CARE AND HONESTY

How to Apply

Interested candidates are invited to apply through the TES portal.

Application deadline	Wednesday 25th June 2025 at 9am We reserve the right to close this earlier if we receive sufficient applications for the role.
Candidates shortlisting	Thursday 26th June 2025
Interview date	Tuesday 1st July 2025

We are committed to providing a workforce that better reflects our community. Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. Todmorden High School is committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of this role, you will need to complete and enhanced DBS and undergo pre-employment screening. Todmorden High School is committed to adhering to Data Protection regulations in regard to how we store your personal information. To view our full recruitment privacy notice please visit our website www.todhigh.co.uk/recruitment.

