



**HAMPSTEAD SCHOOL**  
Learning together Achieving together

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## **TEACHER OF ENGLISH APPLICATION PACK**



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Dear Colleague

Thank you for your interest in this exciting post here at Hampstead School.

Please look at the following documents:

- Copy of the Advert
- Job Profile and Person Specification
- Application Form download our website [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk)
- More information about the school can be found on our website: [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk) .

### **The School and its Community**

Hampstead School is a London Borough of Camden maintained comprehensive School with 1300 students (including 250 in the Sixth Form). The school, with an admission number of 210, is very popular locally and oversubscribed. Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident amongst students and between students and staff, being the first secondary school in London awarded the UNICEF Rights Respecting School Award at the highest level.

The diversity of our students is a real strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken in the school. Around half our students have English as an Additional Language, with a significant number eligible for the Pupil Premium.

The school has just been rebuilt over the past two years as part of the Priority Schools Building Programme.

### **Our Ethos**

Our best-ever examination results at A Level in 2017 reflect what Challenge Partners recognised as our “*exceptional climate for learning*”, underpinned, as ever, by the quality of relationships at all levels, evident every day. A laser-like focus on the highest expectations of achievement and a belief that every student can and will achieve, whatever it takes, means that Hampstead School’s reputation for creativity and inspiration is firmly rooted in rigour. The school is currently in a very strong position, with learners achieving above national expectations across the core and overall and record numbers in our Sixth Form.

Innovation is central at Hampstead School, reflected in just some of our successes and initiatives over the last couple of years:

- One of only seven UK schools recognised as an inaugural “Achievement for All” Ambassador School, building on our Lead Quality Mark in supporting our most vulnerable learners to attain in line with their peers
- Pearson/Communications Trust “Outstanding School of the Year” 2015

- Arts Mark Award (Gold) from the Arts Council for England
- Sportsmark
- Healthy Schools status
- International School Full Award
- Geography Quality Mark
- Sustainable Schools Award (Gold)
- Cultural Diversity Quality Standard (Gold)
- Stonewall Award
- National Champions in the Model United Nations national debating competition
- Our work with New Arrivals recognised as best practice and disseminated to all schools in a DVD.
- A residency school for the Future Leaders programme over many years, developing the headteachers of the future, as well as involvement in Teaching Leaders and Teach First.
- Investors in People
- International visitors seeking good practice from Denmark, Pakistan, India, China, Norway (where we undertake support work), USA and Japan among others and residency teachers annually from Connecticut
- Diana Awards from the Prime Minister for our anti bullying and peer mentoring schemes
- Part of the National Association for Able Children in Education (NACE),

and so it goes on.

In 2017, Hampstead School is a very successful, dynamic and happy school.

We are very proud of what we have achieved, never complacent and with a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our excellent, committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of our success is that, within a stable staff, nearly all who leave do so for career promotion. Consequently, this creates great opportunities to appoint new colleagues with new ideas, enthusiasm, determination, moral purpose, skills and positivity.

*“Staff really like working at the school. They feel valued and very well supported. Leaders have ensured that they have very good opportunities for training and development, to which they contribute. Many staff have moved on to promoted posts internally and elsewhere. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils.”*  
(Ofsted October 2016).

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students.

If you are one of these talented people, I'd love to hear from you.



Jacques Szemalikowski  
Head

**Teacher of English**  
Inner London pay range  
**Required for January to August 2018**

A fantastic opportunity for a dynamic colleague to take up this position at our vibrant and successful school.

We need you to be:

- Committed to inspiring and motivating our students through the highest expectations
- A team player with excellent subject knowledge and ability to teach to A Level
- A strong communicator wanting the best for each student
- A cracking teacher, enthusiastic and optimistic in your approach

English is extremely successful at Hampstead School, with students achieving strongly over consecutive years. The school has been substantially rebuilt over the past two years and is now ready for full occupation from January 2018.

*"Staff really like working at the school. They feel valued and very well supported. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils".* (Ofsted Sept.2016)

*"Fizzes with activity"* (Good Schools Guide)

*"An exceptional climate for learning"* (Challenge Partners)

Details and application form can be downloaded from our website.

**Closing Date :** Tuesday 28 November 2017 (0900)  
**Interview Date:** Friday 1 December 2017

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

**11 – 19 Mixed Comprehensive N.O.R: 1280 (240 in Sixth Form)**

Westbere Road, London, NW2 3RT - Head: Jacques Szemalikowski

Tel: 020 7794 8133 Fax: 020 7435 8260

Email: [vacancies@hampsteadschool.org.uk](mailto:vacancies@hampsteadschool.org.uk)

Website: [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk)



# HAMPSTEAD SCHOOL

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**Hampstead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

<b>Post Title:</b>	<b>TEACHER ENGLISH</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students in accordance with the Conditions of Employment of School Teachers, the requirements of the National Curriculum, the School's aims and policies of the Governing Body</li> <li>To monitor and support the overall progress and development of students</li> <li>To facilitate and encourage a learning experience which provides students with the opportunity to fully achieve their individual potential</li> <li>To contribute to raising standards of student attainment and to provide and monitor opportunities for personal and academic growth</li> <li>To support colleagues in maintaining a high level of professionalism and contribute to a shared sense of purpose and positive emotional climate</li> </ul>
<b>Reporting to:</b>	Head of Subject / Faculty
<b>Responsible for:</b>	The provision of a full learning experience and support for students

## **CORE DUTIES:**

<b>Operational &amp; Strategic Planning</b>	<ul style="list-style-type: none"> <li>To assist in the development of appropriate specifications, resources, schemes of learning, assessment and marking policies and teaching strategies in the department</li> <li>To contribute to the departmental Improvement plan and its implementation</li> <li>To plan and prepare courses and lessons</li> <li>To have organisational awareness and so contribute to the school's planning</li> </ul>
<b>Curriculum Service Delivery:</b>	<ul style="list-style-type: none"> <li>To assist the Head of Subject/Faculty to ensure the provision of a range of activities that complement the school's strategic objectives</li> <li>To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Vision and Strategic Objectives</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>To take part in the school's staff development programme by participating in training and professional development</li> <li>To take initiative and ownership for personal and professional development including subject knowledge and pedagogy</li> <li>To actively and self-confidently engage in the Performance Management process</li> <li>To ensure the effective/efficient deployment of classroom support</li> <li>To work as a member of designated teams and to contribute positively to effective working relations within the school</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>To help to implement and adhere to school Quality Assurance procedures</li> <li>To contribute to the monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To implement modification and improvement as required</li> <li>To transparently review methods of teaching and learning</li> <li>To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school</li> </ul>

<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc</li> <li>• To complete the relevant documentation to facilitate progress tracking</li> <li>• To track student progress and use information to inform teaching</li> </ul>
<b>Communications &amp; Service Orientation:</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of students as appropriate</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school and in so doing promote the school's ethos</li> <li>• To follow agreed policies for communications in the school</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities</li> <li>• To contribute in developing effective subject links with external agencies</li> <li>• To actively promote the school and its corporate well-being at all times</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To contribute to the process of resource acquisition and deployment</li> <li>• To assist in identifying resource needs and to contribute to the efficient/effective use of physical resources</li> <li>• To co-operate with colleagues to ensure a fair, effective use of resources</li> </ul>
<b>Pastoral Care &amp; Welfare System:</b>	<ul style="list-style-type: none"> <li>• As a Form Tutor to promote the general progress and well-being of individual students and of the Tutor Group as a whole</li> <li>• To deliver Personal, Social, Health &amp; Citizenship Education in line with schemes of learning as required</li> <li>• To liaise with your Pastoral Leader in the implementation of the school's Pastoral System and the 5 outcomes of Every Child Matters</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and through learning conversations, their full participation in school life</li> <li>• To communicate as appropriate, with parents and external agencies concerned with the welfare of individual students, after consultation with the appropriate staff</li> </ul>
<b>Assessment, Recording, Reporting:</b>	<ul style="list-style-type: none"> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required</li> <li>• To contribute to Targets, Action Plans, and other reports</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved</li> </ul>
<b>Teaching for Learning and Achievement Orientation:</b>	<ul style="list-style-type: none"> <li>• To teach, students according to their learning needs, including the setting and marking of work</li> <li>• To ensure that ICT, Literacy, Numeracy are part of students' experience</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards, including the preparation and update of subject materials</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs, learning styles and demands of the subject</li> <li>• To maintain discipline in line with Behaviour for Learning and to demand high expectations in punctuality, behaviour and standards of work</li> <li>• To undertake assessment of students as requested by external examination bodies, faculty and school procedures</li> </ul>

**Other Specific Duties:**

- To play a positive, full part in the life of the school community, to support its distinctive vision and ethos and to encourage staff and students to follow this example
- To hold a general duty for safeguarding and promoting the welfare of students
- To promote actively the school's corporate policies
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by STPCB not mentioned in the above

Employees will be expected to demonstrate adaptability with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers so modelling the school ethos.

This job profile is current at the date shown, but following consultation with you, may be changed by to reflect or anticipate changes in the job which are commensurate with the salary and job title.



**Teacher of English  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Relevant degree/ PGCE or equivalent</li><li>• On appointment, enhanced DBS check associated with ability to promote safeguarding of children</li></ul>	<ul style="list-style-type: none"><li>• Qualified Teacher Status</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Successful teaching experience at:<ul style="list-style-type: none"><li>(i) a school or</li><li>(ii) on teaching practice</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Conversant knowledge of issues pertinent to English education</li></ul>
<b>Ability/ Skills</b>	<ul style="list-style-type: none"><li>• Imaginative and able teacher with the ability to engage and relate to students of all ability</li><li>• Evident skills of communication both verbal and non-verbal</li><li>• Knowledge of how students learn and the range of teaching and learning styles that may facilitate effective curriculum delivery</li></ul>	<ul style="list-style-type: none"><li>• Willingness to acquire new skills as appropriate</li><li>• Imaginative ideas on classroom differentiation</li><li>• Strong interpersonal skills</li></ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"><li>• Awareness of equal opportunities issues and how these could be explicitly addressed within subject area.</li></ul>	<ul style="list-style-type: none"><li>• Awareness of strategies relating to inclusion</li></ul>
<b>Disposition</b>	<ul style="list-style-type: none"><li>• A sense of perspective and manifest enthusiasm</li><li>• Ability to work hard and prioritise within competing deadlines</li><li>• A commitment to comprehensive education, teamwork and collaboration.</li><li>• A willingness to further explore and develop pedagogy.</li></ul>	<ul style="list-style-type: none"><li>• A view of personal goals over the next two years</li><li>• Resourcefulness, flexibility and adaptability</li></ul>