

Alderman White School

Teacher of English

Candidate Information Pack

**WELCOME**

Dear Applicant

I am delighted that you are interested in the position of Teacher of English at Alderman White School, part of the White Hills Park Trust.

An exciting opportunity has arisen for an outstanding English teacher to work in a highly skilled and supportive English department.

We are looking forward to securing a **dynamic and talented practitioner with strong classroom management abilities to join our team. Ha**ving achieved a well-deserved Good judgement at the last inspection, and with achievement on a secure upward trend, this is an exciting time to join the school.

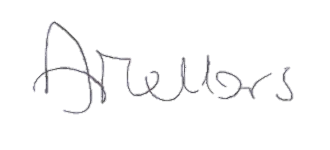
Alderman White School is a friendly, thriving and stimulating place to work and study. Our students are well-behaved and motivated. We have excellent support from parents and the community, and a talented and positive staff team. We are ambitious for every student and provide high-quality pastoral care and support for our most vulnerable students.

Alderman White School offers outstanding enrichment opportunities for students, with an enviable range of productions, musical events, and visits and exchanges all over the UK and beyond. Through the Language College offer, we are a centre for excellence in the teaching of a wide range of languages to our students and the wider community. In recent times, the Confucius classroom has enabled the school to develop links with China and introduce the teaching of Mandarin.

Alderman White School plays a central role in the White Hills Park Trust. We are a small Multi-Academy Trust with strong values, and also a strong vision and ambitious plans to develop and grow.

We are very proud of what we have to offer you and hope you can see the potential for you in this opportunity. We warmly welcome you to have a pre-application visit to the school, or an informal discussion over the telephone. Details are available in the pack.

I hope that reading the details of the post will inspire you to find out more, and I look forward to receiving your application.



Annwen Mellors

Headteacher

**BACKGROUND INFORMATION**

**Alderman White School**

Alderman White School is a successful and inclusive school with a record of good progress, excellent student behaviour and a wide range of enrichment activities. In recent years, the school has gone from strength to strength and enjoys growing student numbers and an excellent reputation in the local community.

We aim to build a culture of excellence, enabling our students to fulfil their potential and become responsible, positive citizens, founded on our INSPIRE values of:

* Integrity
* Nurture
* Success
* Perseverance
* Innovation
* Responsibility
* Engagement

We have retained our distinct identity as a specialist language school, with students benefitting from a range of languages taught both as part of the mainstream curriculum and of the extensive community programme including the Saturday family learning classes. We organise exchanges to Germany and visits to many locations, including France and Spain. We have established a Confucius Classroom, in partnership with the Confucius Institute at the University of Nottingham, enabling our students to learn Mandarin, and to benefit from cultural exchanges with schools in China. We have a proud tradition of music and drama, and strong relationships with parents and our local community.

The school is served by five main primary schools, with a significant number of students joining us from other primaries within a wider geographical area. There is a high level of co-operation and contact within our 'family' and the school engages with many activities within the wider community.

**The White Hills Park Trust**

The White Hills Park Trust is a small Multi-Academy Trust, located on the western fringes of Nottingham. Formed in 2012, it currently comprises Alderman White School, Bramcote College 11-16 school, and Bramcote College 6th Form. Although the schools work closely together and share resources and support services, each school retains its own character, identity and autonomy.

We are located within close proximity to the M1 and A52, and within easy reach of Nottingham City Centre as well as rural Nottinghamshire and Derbyshire, including the Peak District National Park.

We work very closely with other local schools, particularly our feeder primary schools, with whom we share a formal collaboration. All the schools in the Trust were inspected in 2017, and all were judged Good.

**APPLICATION DETAILS**

**The Application Process**

Informal visits to the school are encouraged. If you would like to discuss the role with the Head of Department or arrange an informal visit, please contact Heather Crofts, School Administrator, on 0115 9170424.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application (supporting statement). Please ensure that you say why and how you meet the criteria from the person specification in your letter of application.

**References** must cover the previous five years employment. Please provide an email address for your referees so that we can contact them.

**The closing date** for applications is **9.00 am** on **Monday, 13th May 2019.**

**Interviews will be held w/c 20th May 2019.**

Please email your completed application form and letter of application (no longer than 2 sides of A4, Arial font size 11) to [recruitment@whptrust.org](mailto:recruitment@whptrust.org). CV’s will not be accepted.

We look forward to receiving your application.

**SAFEGUARDING**

The White Hills Park Trust is an equal opportunities employer and is committed to safeguarding and protecting the welfare of children. The successful candidate will be required to undergo an enhanced Disclosure and Barring Service (DBS) clearance and checks will be made with past employers.

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**Job Description**

**Purpose:**

* To teach to a high standard in line with national teaching standards.
* Provide a good role model for pupils and staff.
* Motivate pupils and staff by personal influence and concern for individual needs and development.
* To raise standards of student attainment and achievement within those groups for which the teacher has been assigned.
* To set high standards and expectations for students, to create an effective climate for learning and teaching.
* Links with KS2 to develop opportunities, support progression and recruitment.
* Safeguard the Health and Safety of self and others in accordance with the Trust’s Health and Safety Policy.

**Reporting to:**

* The Headteacher
* The Head of Department

**Responsible for:**

* All pupils on courses for which the Teacher has responsibility.

**To co-operate with:**

* The Governing Body, making such reports as required.
* All colleagues, both teaching and support staff.
* LA, advisers.
* Unions and other organisations representing teachers and other persons on the staff.

**Disclosure:**

* Clear Enhanced DBS check

**Main Duties**

**Teaching:**

* To plan and prepare courses and lessons.
* Teaching, according to their educational needs, the students assigned to the postholder, including the setting and marking of work to be carried out by the student in the school and elsewhere.
* To assess, record and report on the attendance, progress development and attainment of students, and to keep such records as required.
* To provide, or contribute to oral and written assessments, reports and references, relating to individual students and groups of students.
* To ensure that ICT, Literacy, Numeracy and subject specialisms are reflected in the learning and teaching experience of students.
* To undertake a designated programme of teaching.
* To ensure a high quality learning experience for students which meets internal and external quality standards.
* To prepare and update subject materials.
* To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
* To maintain discipline in accordance with the Trust’s policies and procedures, and encourage good practice with regard to punctuality, behaviour for learning, standards of work.
* To set homework in accordance with published timetables and expectations, and to monitor entries in planners and completion.
* To undertake assessment of students as requested by external examination bodies, faculty and procedures.
* To mark, grade and provide written/verbal and diagnostic feedback as required.

**Students:**

* To promote the general progress and well-being of individual students and of any class or group of students assigned.
* To provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.

**Staff performance management and continuing professional development:**

* Participating in the arrangements made for the appraisal of own performance and that of other staff.
* Participating in the identification of areas for own professional development.

**Develop personally and professionally though:**

* Reflection on own practice and private study.
* Participation in the Trust’s teacher appraisal programme.
* Participation in appropriate in-service education programmes.

**Communication:**

* To communicate and consult with the parents of students.
* To communicate and co-operate with persons or bodies outside the School to the benefit of students.
* To participating in meetings arranged for any of the purposes outlined in accordance with the calendar.
* To attend School briefings in support of effectiveness/efficiency and community development.
* To use briefings, weekly bulletin and notice boards to share information.
* To ensure effective communication with designated staff regarding trips, visits and absence.

**Person Specification**

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| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **Criteria used for**  **Assessment** |
| **Experience**  Knowledge of strategies to improve the quality of learning and teaching.  Knowledge of strategies required to raise standards.  An appreciation and empathy of the role played by support staff in raising attainment. | \*  \* | \* | A / I  A / I  A / I |
| **Qualifications**  Graduate with Qualified Teacher status.  Degree of equivalent or relevant experience.  Evidence of continued professional development where applicable. | \*  \*  \* |  | A  A  A |
| **Skills and Knowledge**  The National Curriculum and its Assessment.  The use of performance data in motivating and supporting students.  Strategies for promoting good behaviour based on positive  reinforcement | \*  \*  \* |  | A / I  A / I  I |
| Personal Qualities  Good general health.  Good attendance.  Appreciative of the need to present a positive image.  Positive approach to change.  Disciplined time keeper.  Work to tight deadlines and under pressure.  A willingness to contribute to extra-curricular activities. | \*  \*  \*  \*  \*  \* | \* | A / I / R  R  I  I  R  R  A / I |

**A—Application I—Interview R—Reference**