

# CRISPIN

ASPIRATION • COMPASSION • EXCELLENCE

**TEACHER OF ENGLISH**

**(Maternity Leave Contract)**

**INFORMATION FOR CANDIDATES**

# Contents

3 ..... Letter from the Headteacher

4 ..... Advertisement

5 .....The English Department at Crispin

6 ..... Welcome to Street

7-8 ..... Job Description

9-10 ..... Person Specification



## LETTER FROM THE HEADTEACHER

Thank you for your interest in the post of Teacher of English at Crispin School. This is a fantastic opportunity to join a well led, collaborative and supportive department. You will find a range of details about this post in this information booklet, but if you require any further information or would like to visit Crispin before an application, do not hesitate to contact: Hannah Lewis, Head's PA, by email, [HLewis@educ.somerset.gov.uk](mailto:HLewis@educ.somerset.gov.uk).

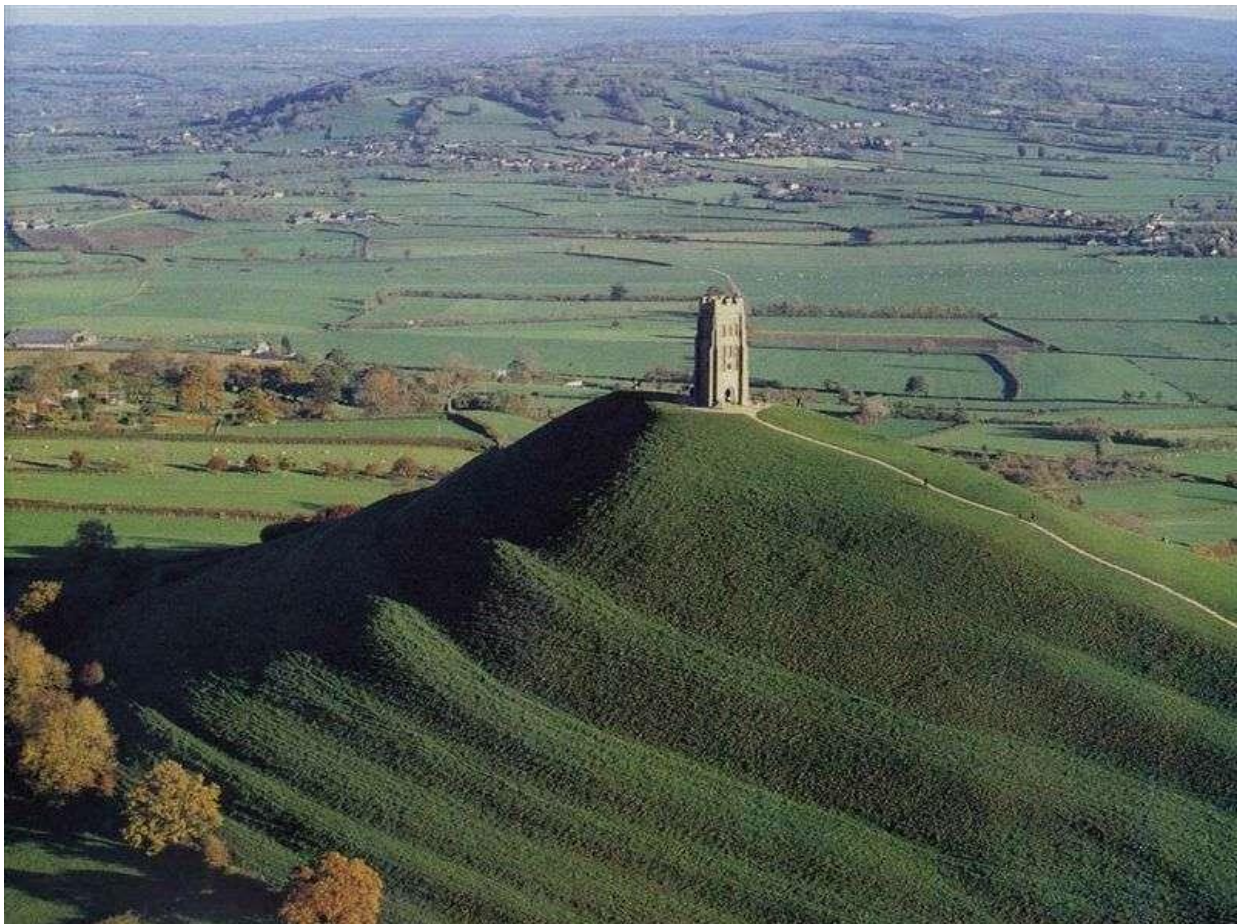
To apply for the position, please complete an application form with an accompanying letter (of no more than two sides) outlining your skills and experience and how you meet the person specification.

The post is a really exciting one and would be a great opportunity for a recent entrant to the profession or a more experienced candidate. We would welcome applications from colleagues whatever their level of experience. The most important thing is that you are passionate about teaching English to young people. Crispin is a popular school, has a strong reputation, a sharp focus on learning and colleagues are really positive about the students they teach from the surrounding community.

I look forward to receiving your application.



Paul Reddick  
Headteacher





## ADVERT

### **Teacher of English (Maternity Leave Contract)**

MPS/UPS

**Part time (0.5 FTE), maternity leave contract from 1 January 2018 until 17 July 2018 (or earlier depending on the return of the postholder).**

This is a fantastic opportunity to join a well led, collaborative and supportive department. Crispin School is a friendly, inclusive and highly successful school of 1030 students. Students at Crispin School achieve very good exam results and the school has a strong reputation. We are committed to educating the whole child to ensure they enter adulthood as happy, supported young people with a love for learning. Extracurricular enrichment activities are viewed as an important part of school life. We are looking for a committed and inspirational Teacher of English to join our highly successful team. It is important that you are passionate about ensuring all students reach their full potential. The successful candidate will have the opportunity to teach across the whole ability range.

Closing date for this post: 12 noon 2 October 2017. Interviews will be held on 5 October 2017.

Crispin School is committed to safeguarding and promoting the welfare of children and young people. This post requires a criminal background check via the disclosure procedure. The successful applicant will therefore be subject to an Enhanced DBS.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.



## DEPARTMENT INFORMATION

### Details of the Post

This is a part-time temporary contract starting 1 January 2018, covering a colleague who will be going on maternity leave. It will be paid at the appropriate point on the Teachers' Pay Scale. The successful candidate will be expected to teach across the Key Stages and ability range.

We are looking for an enthusiastic teacher, full of ideas who can make a contribution to what is a strong, collaborative and innovative department. The person appointed will be line-managed by the Head of English and will join a highly successful and supportive team.

### The English Department at Crispin School

English is taught by a team of qualified specialist teachers in well-resourced rooms. We have our own teaching block, which also houses an inviting and well stocked library space manned by two part-time librarians.

The Department's success over a number of years can be attributed to quality first teaching, excellent relationships with students and close, collaborative team work. Our dedicated and hardworking staff currently consists of six full-time specialist English teachers based in their own rooms led by the Head and Second in Department. There are also three part-time teachers working in the team.

Teaching and learning are at the heart of what we do and our department is fortunate enough to have a comprehensive range of interests and teaching experience. As a consequence, the potential candidate can expect to share and develop their skills as part of the team, raising achievement and aspirations in English.

In terms of curriculum enrichment, we provide a range of opportunities for our students. These include: theatre trips, visits to London and Stratford to support our GCSE Literature curriculum, Public Speaking competitions, participation in World Book Day activities and a Primary Transition project- CSI Day.

### Key Stage 3

Students in Years 7, 8 and 9 follow a programme of engaging and challenging modules, which cover the core areas of reading, writing and oral communication. In the summer term of Year 9, students begin their GCSE English Literature course, although we do see the whole of Key Stage 3 as part of a five year plan to prepare students for their final examinations. One period per fortnight is a dedicated Literacy lesson, during which students spend some time reading in the library and working on the key skills of spelling, punctuation and grammar.

### Key Stage 4

Currently, all students are entered for GCSEs in both English Language and English Literature. The course is an integrated one and we move between the two subjects fluidly. Students also complete a Spoken Language endorsement at the end of Year 10. The department has a high level of success in external examinations and is well thought of by both students and parents. In 2017, the department helped 76% of our students to achieve 9-4 grades in English Language.

### Further Opportunities

Crispin School has robust links with the Mid Somerset Consortium for Teacher Training, with our English teachers providing subject training for trainee teachers. As a Department, we aim to share our enthusiasm for English in a number of ways. Transition work with the local primary schools is a strong focus within the department; this enhances primary and secondary liaison and enables us to bridge the gap between KS2 and KS3 English. If you are an excellent classroom practitioner, with a desire to help students achieve their very best and have a genuine enthusiasm for the teaching of English, then we look forward to hearing from you.

## WELCOME TO STREET

Crispin School is a secondary school on the eastern edge of Street, a large village in Somerset with a population of around 12,000. It is situated on the Somerset Levels close to Glastonbury, Wells and the Mendips. The village has an interesting history with evidence of Roman occupation. Street is home to Clarks, the world famous footwear retailer. Clarks still has its headquarters in Street but shoes are no longer manufactured in the town. Much of the Street site now houses the popular and thriving designer outlet shopping complex of 'Clarks Village'.

Somerset generally is a warm and friendly county and Street is no exception. The village itself contains a good range of leisure facilities including a theatre which hosts live performances and a wide range of films, sports facilities and an open air swimming pool. The Glastonbury Festival also takes place very near to the village. There are also a good range of local shops. As one resident of Street said 'if you choose you can walk to pretty much everything you need'. There is easy access to the coast and there are a number of National Trust properties in the area as well as nature reserves and areas of outstanding natural beauty.

As well as being located in a beautiful part of Somerset, Street is well connected by road being near to the M5, A303 and on a number of bus routes. There are also nearby rail links to London, Bath, Bristol and Devon and Cornwall. Bristol Airport is also close with a wide range of destinations from Iceland to Egypt! There are a number of interesting towns and cities nearby including Glastonbury, Wells and Frome. A little further afield one can easily reach the likes of Bath and Bristol which are both major European cities and home to a very wide cultural and sporting life including excellent music venues, theatres, cinemas, restaurants and professional sports clubs including football and rugby.

Housing is still relatively affordable in Street and many of the surrounding towns and villages. Many colleagues talk of how the area is a safe, yet vibrant area to bring up families with a range of good schools and a college which shares its site with Crispin. Yet at the same time there are a myriad of excellent leisure opportunities and major cities within an hour's travel.



## JOB DESCRIPTION

<b>Post Title:</b>	Teacher of English (Maternity Leave Contract)
<b>Purpose:</b>	To provide specialist English teaching from Years 7 to 10
<b>Reporting to:</b>	Head of English
<b>Liaising with:</b>	Second in English Department, other members of English Department, Headteacher, Deputy Headteacher, Assistant Headteachers, Heads of House, Teaching Assistants, relevant non-teaching support staff, parents.
<b>Working Time:</b>	Part time (0.5FTE)
<b>Salary/Grade:</b>	MPS/UPS
<b>Disclosure level:</b>	Enhanced
<b>Main (Core) Duties:</b>	

### Teaching:

- Provide excellent teaching and learning opportunities both in the classroom and in terms of eLearning.
- Provide an excellent environment and culture for learning.
- Ensure own practice is of a high standard and continue to develop your professional skills and knowledge.
- Develop and deliver innovative schemes of learning and assessment in line with new specifications, curriculum requirements and related pedagogy.
- Promote and inspire learning through planning which takes into account the needs and progress of all students.
- Facilitate peer observation and professional dialogue.
- Actively seek student voice/feedback to raise standards.
- Involve Teaching Assistants (TAs) in planning to provide high quality individual support with targeted intervention.

### Achievement and Standards:

- Continually assess student progress.
- Provide students with high quality feedback in order to drive attainment.
- Provide parents with high quality feedback about their child's progress.
- Use available data to plan, review and monitor progress of all students in order to promote rigorous improvement of attainment.
- Promote equality of performance and achievement of all students and student groups.
- Maintain an understanding of developments within teaching practice and methodology and initiatives at a local, national and global level.
- To be aware of general developments in English and to maintain a detailed knowledge of proposed changes in GCSE courses and at Key Stage 3.

## JOB DESCRIPTION (CONTINUED)

### Personal Development and Wellbeing:

- Inspire and support students to develop leadership skills and qualities.
- Establish a positive ethos in the school by promoting and demonstrating high standards.
- Actively encourage and develop the well-being and success of students through tutoring. Act as the 'first port of call' for tutees and their parents.
- Take responsibility for own Professional Development.
- Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.
- Adopt coaching and restorative approaches where relevant.

### Other specific duties:

- To take on the role of form tutor.
- To support the work of your house.
- To carry out other professional duties in line with the teaching standards.
- To actively promote the school's corporate policies.
- To actively engage in the staff and school review and development process.
- To participate in all school open evenings and other appropriate calendared events.
- To promote the department within the wider community.
- To carry out other responsibilities as determined by the Headteacher, following consultation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.

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

Employees are required to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



## PERSON SPECIFICATION

Description	Method of Assessment
<b>Qualifications</b> <u>Essential</u> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree in English or a related subject or completion of a subject enhancement / conversion course.</li> </ul>	Application form Interview Certificates
<b>Experience</b> <u>Essential</u> <ul style="list-style-type: none"> <li>• Successful teaching of the full ability range</li> </ul> <u>Desirable</u> <ul style="list-style-type: none"> <li>• Evidence of appropriate, up-to-date CPD</li> </ul>	Application form Interview
<b>Knowledge and Skills</b> <u>Essential</u> <ul style="list-style-type: none"> <li>• Excellent subject knowledge</li> <li>• High level of attainment from students taught</li> <li>• Up to date knowledge of current best practice and curriculum developments</li> <li>• Able to contribute to, and collaborate with, a forward-thinking team</li> <li>• Able to demonstrate excellent classroom management</li> <li>• Clear commitment to excellent assessment and feedback</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Ability to relate extremely well to students and adults and demonstrate excellent oral and written communication skills</li> <li>• Ability to use ICT to support learning</li> <li>• Engage, inspire and foster a love of English</li> </ul> <u>Desirable</u> <ul style="list-style-type: none"> <li>• Successful involvement in enrichment activities in English</li> </ul>	Interview references
<b>Crispin's Values and Ethos</b> <u>Essential</u> <ul style="list-style-type: none"> <li>• Value the contribution that each individual brings to the school community</li> <li>• Respect and value diversity and promote equality</li> <li>• Promote and model mutual respect</li> <li>• Commitment to the importance of coaching and restorative justice</li> <li>• Commitment to inclusive education</li> <li>• Understand responsibilities related to children's safety and welfare</li> </ul>	Interview

## PERSON SPECIFICATION CONTINUED

### Personal Qualities

#### Essential

- A passion for teaching English
- Willingness to constructively challenge the work of self and others to continually improve own and team performance
- Seek to work collaboratively to resolve conflict
- Enthusiasm to support young people to develop intellectually and personally
- Strong commitment to CPD
- Resilience
- Emotional intelligence
- The ability to speak fluent English

#### Desirable

- Possess an excellent sense of humour

Interview  
References