

# Head of English



**WARWICK**  
SCHOOL





**Applications to:** [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk)

This School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



**Warwick  
Preparatory  
School**

Girls aged 3–11, Boys aged 3–7



Boys aged 7–18



**King's  
High**  
WARWICK

Girls aged 11–18

---

Warwick Independent Schools Foundation provides quality education for boys and girls aged 3–18; Warwick Preparatory School, King's High School, Warwick Junior School and Warwick School.





## The School

Warwick School has a long history. The town of Warwick first appears in the Anglo-Saxon Chronicle in the year 914 AD and this has long been taken as the date for the foundation of our school. The school moved to its current location on the banks of the River Avon in 1879 and in 1906 the name of Warwick School was adopted. From that point onwards the oldest boys' school in the country has grown from strength to strength.

The school is now a large community. There are over 250 boys in the Junior School and approximately 980 pupils in the Senior School, including a Sixth Form of over 270. In addition, there are facilities for 60 or so boys as full (or occasionally weekly) boarders. There are approximately 100 full-time teachers on the Senior School staff.

The Junior School for boys from Year 3 to 6, is divided into two parts: Upper and Lower School.

Whilst the Junior School has its own buildings on campus, the boys also share many of the facilities with the Senior School boys including the Sports Centre, Music Department, Dining Hall, Bridge House Theatre and Warwick Hall.

Over the past 20 years, significant investments have been made to improve the facilities and accommodate an ever increasing school roll. A new sports pavilion, theatre, state-of-the-art science building, teaching block and school hall have provided new and spacious accommodation. In 2014, the school celebrated its 1100th anniversary, which provided a wonderful opportunity to celebrate its history and success with the whole school community.

The reputation of Warwick School in the local area and beyond has led to the recruitment of excellent staff and pupils, and this in turn has resulted in record exam results, exceptional achievements in music, drama and sport, and an ever growing programme of co-curricular activities. A Warwick School education is fun. The school prides itself on its strong sense of identity and its ability to provide an outstanding all-round education to a wide mix of boys between the ages of 7 and 18.

We provide a large number of means-tested bursaries to ensure that as many boys as possible can enjoy the benefits of this education, regardless of their parents' ability to afford the fees.

We enjoy ever closer links with our sister schools within the Foundation and recently announced plans for King's High School to move from their town centre site and be adjacent to us on our Myton Road campus.



# What next for Warwick School?

We are committed to a process of ongoing improvement, determined to provide the very best education possible both now and in the future.

We are now creating the next stage of our story and have undertaken an extensive planning process in order to create a clear, distinctive and original strategic plan for the next five years. This has been based on the input and ideas from staff and governor workshops along with pupil and parental surveys.

We have created a five year strategic plan, with five top priorities to achieve our vision by 2021.

**Our purpose:** To inspire and nurture every pupil to thrive in the world, both now and in the future – the Warwick Way.

**Our vision:** Warwick School will be the most inspiring, rounded and caring boys' school in the UK – *Altiora Peto, 'I aim for higher things'*.

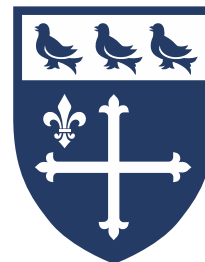




# The Warwick Way

The Warwick Way is what makes Warwick School distinctive and special – the beliefs and values that define us.

Boys are at the heart of everything we do. We exist to inspire and nurture them morally, spiritually, intellectually, physically and socially. We want to build on their individual strengths and help them grown into well-rounded young men: confident but not arrogant, who can play a positive role in the world.



## We seek to foster:

**Curiosity** to ask questions, challenge ideas and think for oneself

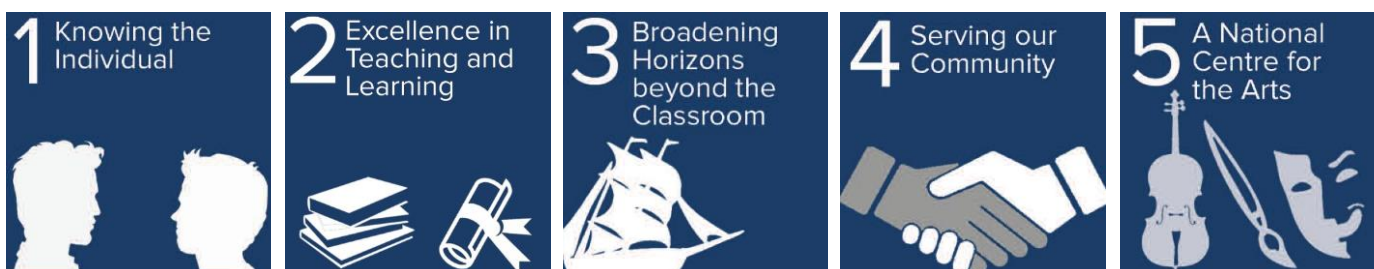
**Creativity** to use imagination without limitations

**Courage** to embrace challenge and always to do what is right

**Perseverance** to keep trying, regardless of the outcome

**Responsibility** to create a better world around us

**Humility** to listen and respect others and to put them first



## Our five key priorities are:

1. *Knowing the Individual*
2. *Excellence in Teaching and Learning*
3. *Broadening Horizons beyond the Classroom*
4. *Serving our Community*
5. *A National Centre for the Arts*



# Why Teach at Warwick?

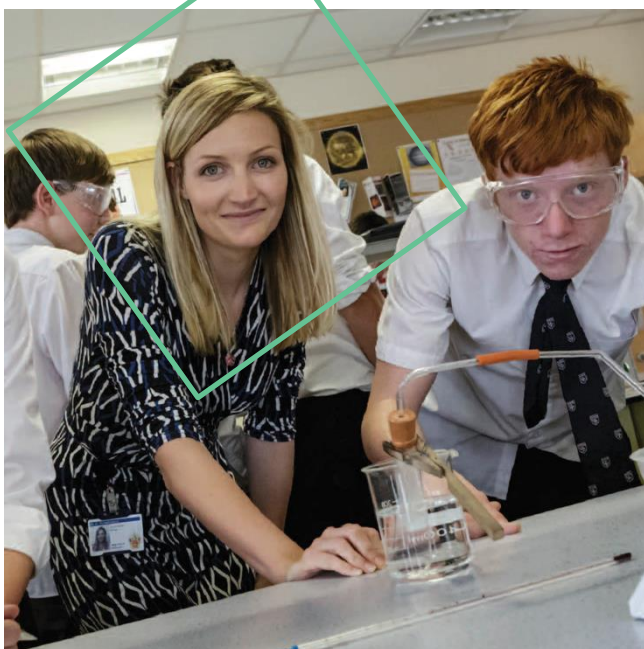
Staff come from a variety of teaching backgrounds and all find their place at Warwick School.

## Dr Patrick Thill

**Maths and Physics teacher**

started September 2017

*“I came to Warwick School after completing my PhD. I knew that I wanted to work at a leading school where I could train on the job. I’ve received tremendous support in my first year and the school are paying for me to do a PGCE.”*



## Dr Dee Tchakhotine

**Biology teacher**

*“Since starting as an NQT I have been nurtured as a teacher and a person. Now, as a mother, Warwick offers the possibility to educate my daughter from 3 to 18 on the same campus, which is extremely important to me as a full-time working mum.”*



## Mr Graham Milsom

Assistant Head of Mathematics

*“The boys are intelligent and polite, making them a genuine pleasure to teach. The already impressive facilities are ever-improving, from a brand new interactive whiteboard in my classroom this year, to the hockey astroturfs, where I enjoy working with the boys outside the classroom each week. Warwick School is a fantastic place to work.”*



## Mrs Kate Poole

Mathematics teacher

*“Moving from the state sector, I was apprehensive that a lot of the stereotypes of private schools would be true but I couldn't have been more wrong. It is by far one of the best decisions I have ever made.”*



# Benefits of Working at Warwick School

**All staff are encouraged to develop professionally. You will be given the opportunity to give and attend internal INSET as well as undertake action research projects. Opportunities are provided for further qualifications such as ISQAM, IBSC research projects and Masters qualifications.**

The Warwick Independent Schools Foundation salary scale for Teaching Staff offers competitive rates of pay, which exceed those offered in the state sector. All employees are members of the Employee Assistance Programme which provides 24 hour support for the employee and their immediate family members with telephone helplines, cognitive behavioural therapy, critical incident advice and online support on a range of legal and emotional issues.

Significant concessionary school fees are available to all permanent members of the teaching staff, subject to their children meeting the academic entry requirements, and a place being available.

- New staff are allocated a buddy who meets with them on a regular basis in the first year to ensure all queries and concerns are answered.
- NQTs are fully supported with a bespoke programme and have a subject mentor as well as a school NQT supervisor.
- A wide ranging and extensive co-curricular programme, with teaching and non-teaching staff encouraged to get involved.
- Excellent working environment: dedicated staff working areas in all departments, extensive ICT facilities, ICT support and training.
- Small class sizes, high levels of pastoral care and parental support.
- Generous timetable allowances for teaching staff.
- All staff are included in a pension scheme. Teachers are automatically enrolled into the Teachers' Pension Scheme and non-teaching staff are enrolled with an alternative occupational pension provider.
- Staff well-being opportunities including yoga, mindfulness and free access to the school's sports facilities and use of the well-resourced school library.
- 'Restaurant quality' school lunch is provided free of charge for all staff, with any dietary requirements met, and evening meals where required.
- Staff are part of a lively, active Common Room.







*Over 70% of students represent the school at sport*



*Over 90 Clubs and Societies*



*Over 60 instrumental ensembles and 750 individual lessons per week*



*Two Performing Arts venues for school productions and outside companies*



# Head of English

## The Post

An enthusiastic and dynamic Head of Department is required from September 2019, or sooner, to teach English and English Literature across the age and ability range. This is an outstanding opportunity to lead and direct one of the biggest and most successful departments in the school.

## The Department

There are eight members of staff working in the English Department and this is a group of dedicated and enthusiastic professionals who are keen to drive creativity and academic rigour in the school. Due to increasing numbers, we have recently moved premises to a bigger space where we can share a large work room as well as allowing all teachers to have their own classrooms which are fully equipped with the latest interactive whiteboards. On the same floor there is a dedicated room for our sixth form students to work and research using appropriate academic resources. Independent learning is at the heart of what we do and as such we have an impressive array of extra-curricular activities. Book clubs, creative writing groups and debating teams are offered to every year group and we have two publications, *Generation Rising* and *The WordsWorth* dedicated to students' work. We are extremely fortunate to have the RSC and the Bridge House Theatre on our doorstep, both of which enable us to offer regular theatre trips. We try too to widen the cultural experiences of the boys with literary dinners, regular speakers and trips to 'The Globe' and other London theatre. Where possible we work with King's High School in arranging our extra-curricular provision to encourage healthy debate between the two schools.

Currently boys take the CIE IGCSE English and English Literature exam in Year 11 and the new OCR Specification is taught for A level Literature. This year we have begun the new A Level Edexcel English Language course with our first cohort of boys as a result of increased demand in our subject. Results are consistently impressive with around half the cohort achieving A\*s at Year 11 and around a third achieving A\*s at A level.

## Primary Function

Perform 'the duties of a school teacher' as outlined in the teaching staff contract.





## Specific Duties and Responsibilities

### A. Teaching

- Plan work in accordance with the department's scheme of work.
- Liaise with relevant colleagues on the planning of work for collaborative delivery.
- Take account of boys' prior levels of attainment and use them to set targets for future improvement.
- Maintain good discipline by adherence to the advice given to staff in the staff memoranda and elsewhere.
- Set high expectations for boys' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code
- Set appropriate and demanding expectations for boys' learning, motivation and presentation of work.

### B. Assessment, Recording and Reporting

- Maintain plans of lessons undertaken and records of pupils' work.
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback, and clear targets for future learning as appropriate.
- Report on pupil progress in line with school policy and as specified in the published calendar.
- Keep parents informed of pupil progress by attendance at parents' evenings, and by other measures as appropriate.
- Be familiar with the code of practice for identification, referral, assessment and monitoring of special educational needs.

### C. Pastoral Care

- Undertake responsibility for a form group as required, including tutor/tutee interviews.
- Be the first point of contact for parents of pupils in the form.
- Set targets for and monitor the social and academic progress of pupils in the form.
- Ensure compliance with the School's Child Protection Policy Statement at all times and the Department of Education's "Keeping Children Safe in Education" publication.
- Report any actual or potential risks to the safety or welfare of children in the School to the School's Designated Safeguarding Lead.



#### **D. Professional Standards**

- Support the aims of the school.
- Treat all members of the school community with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Attendance at, and participation in, events such as open days, options evenings, and those in which form members are involved, e.g. concerts.
- Participate in the school's extracurricular programme, which includes activities, clubs and societies, sport, drama and music.
- Take responsibility for professional development, participating in staff training and the school's Review and Development Policy.
- Participate in the management of the school by attending departmental, section and staff meetings.
- Ensure that all deadlines are met as published in the school calendar.
- Undertake duties that may be reasonably assigned by the Head Master (directly or indirectly).
- Take responsibility for matters relating to health and safety.

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case, will be reviewed during the appraisal process.

Success at GCSE and A Level is considered very important, but all pupils are encouraged to take advantage of the extracurricular activities offered by the Department. It is expected that the successful candidate will be a strong team player and contribute fully to these activities.

The candidate will visibly maintain the highest professional standards, have excellent interpersonal, communication, presentational and ICT skills, and have the ability to work flexibly within the school structure.

The closing date for application is 24<sup>th</sup> January. It is anticipated that interviews will take place on 31<sup>st</sup> January.

**D.A Smith**  
**Head Master**





# Person Specification for Head of English

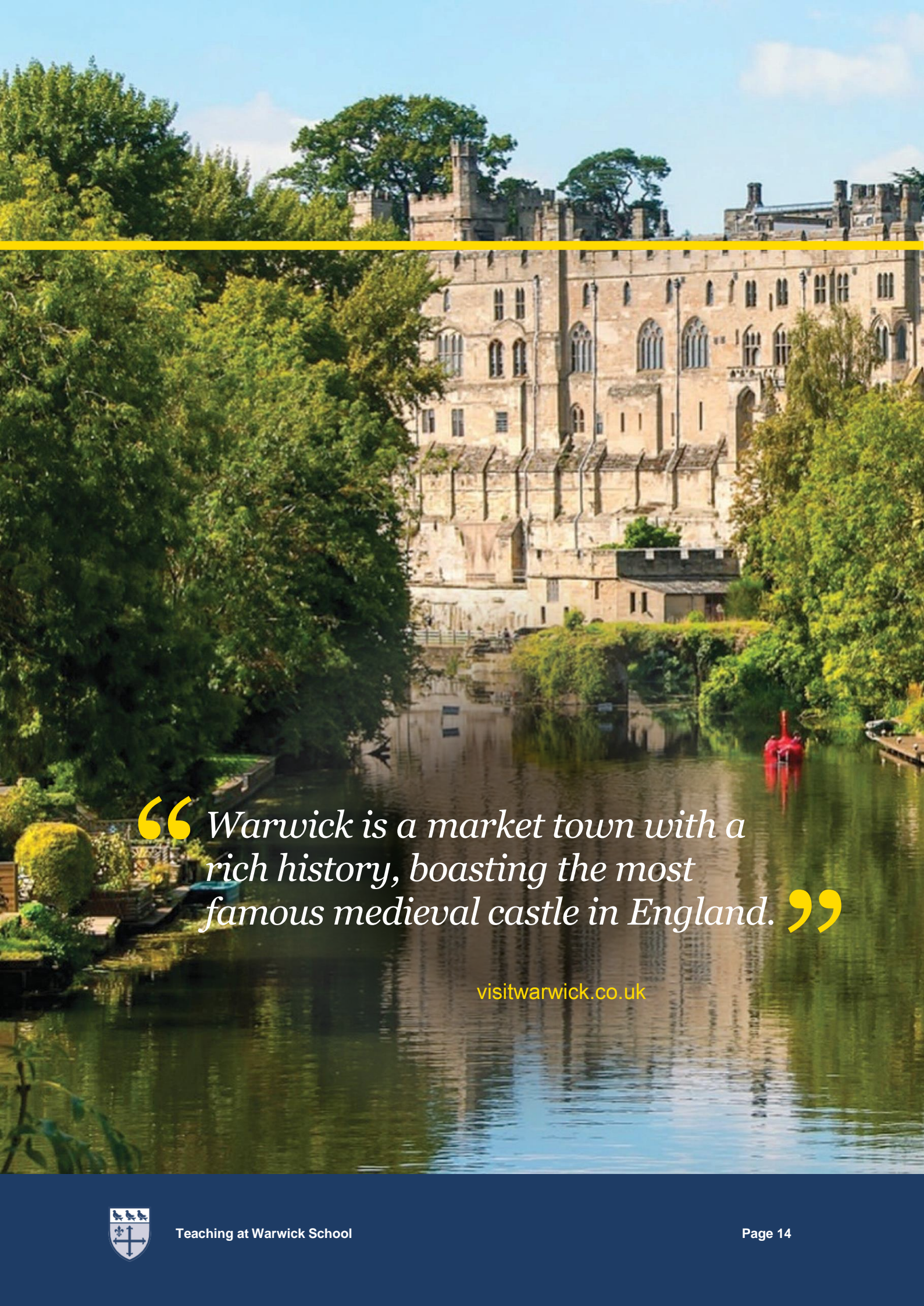
The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates being interviewed.

Skills and personal characteristics	Essential	Desirable
A clear understanding of how to engage with school data	✓	
A genuine liking of people ... young and old!	✓	
A sense of humour		✓
An ability to cope with pressure	✓	
An ability to communicate effectively with parents, students and staff in a variety of ways	✓	
An ability to think originally and creatively and show initiative	✓	
An understanding and commitment to equality of opportunity for all	✓	
An understanding of, and a commitment to the ethos of the school as a community	✓	
Clear evidence of an ability to teach at all levels and to all abilities	✓	
Clear evidence of people management skills		✓
Clear understanding and knowledge of current issues related to their subject	✓	
Excellent attendance record	✓	
Excellent administrative abilities	✓	
High levels of ICT competency		✓
Insistence on high standards from pupils and colleagues Tact, discretion & diplomacy	✓	
Warmth and sensitivity	✓	
Enthusiasm for and knowledge of the subject	✓	
A concern for the reputation of the school	✓	
An ability to contribute to extra-curricular activities, especially games		✓

Qualifications and Training	Essential	Desirable
Qualified Teacher status		✓
Courses of further study relevant to the post		✓
A Good Honours Graduate	✓	
Qualifications in the relevant subject	✓	
Evidence of involvement in personal CPD		✓





A scenic view of Warwick Castle, a large stone fortress with multiple towers and battlements, situated on a hill overlooking the River Avon. The river is calm, reflecting the castle and the surrounding lush green trees. A small red boat is visible on the right side of the river. The sky is blue with some light clouds.

*“Warwick is a market town with a rich history, boasting the most famous medieval castle in England.”*

[visitwarwick.co.uk](http://visitwarwick.co.uk)





A scenic view of Warwick Castle, a large stone fortress with multiple towers and battlements, situated on a hill overlooking the River Avon. The river is calm, reflecting the castle and the surrounding greenery. The sky is blue with some light clouds. The foreground is filled with lush green trees and foliage.

## Why work in Warwick or move to the area?

**Warwick is the County Town and sits on the banks of the beautiful River Avon. It combines medieval history and architectural wealth with a modern vibrancy rich in bars, restaurants and culture.**

There are also many great places to live nearby. Close neighbour, Leamington Spa, was recently named as one of the best places to live in the Midlands in 2017 by the Sunday Times and also 'the Happiest Place to Live in the UK' in a recent survey by Right Move.

*Leamington was voted Best Place to Live in the UK in 2017*  
(BBC News, 2017)

Solihull, Stratford Upon Avon, Coventry and Birmingham are also close by and easily reached by train.

In Birmingham, you will find the Symphony Hall, Arena Birmingham and National Exhibition Centre. The city has many fine museums and galleries, excellent shopping and evening entertainment, and is a major centre for sport, hosting the Commonwealth Games in 2022.

For theatre lovers, Stratford-upon-Avon is only eight miles away; it also offers various other attractions. In addition, the excellent Warwick Arts Centre on Warwick University campus is just ten miles away and has a range of facilities providing events throughout the year. Warwick itself has an annual literary festival; in recent years, a number of events have been held within both King's High School and Warwick School. Nearby Coventry has been named UK City of Culture 2021.

If you enjoy outdoor pursuits or a more tranquil experience, the Cotswolds is within easy reach.

Road and rail links are exceptional. There are mainline train stations in Warwick, at Warwick Parkway, just outside town, and at Leamington Spa with the Chiltern Line providing a good service to Marylebone London and Birmingham. London is less than an hour and a half away by train, and Birmingham has its own international airport.

Within Warwick, Leamington Spa and the surrounding areas, there is also an excellent choice of schools, both private and maintained at all levels.





**WARWICK**  
SCHOOL

Warwick School  
Warwick  
CV34 6PP

+44 (0)1926 776400  
[enquiries@warwickschool.org](mailto:enquiries@warwickschool.org)  
[www.warwickschool.org](http://www.warwickschool.org)