



# Lady Margaret School

Teacher of History / Cover Teacher

Applicant Pack





## Letter from Headteacher

Dear Candidate,

Thank you for showing interest in the post of Teacher of History / Cover Teacher at Lady Margaret School. Founded over a 100 years ago, the school has a proud and successful heritage in educating girls. Following our centenary year, we are also looking to the future with the expansion of the Sixth Form and a move to a permanent four forms of entry.

We wish to appoint a new member of the History Department to be part of shaping that future, to build on the great strengths of the school, maintaining the highest academic and behavioural standards, whilst adapting to the fast changing educational landscape.

Lady Margaret School has always been a high performing school, as testified by its most recent 'Outstanding' Ofsted and SIAMS ratings. Recent results at GCSE have continued these high standards whilst reminding us of the challenge of building 'added value' for girls of all abilities. At A level, we enjoyed excellent results in 2018 and we continue to offer a rich curriculum for our students.

This post offers the chance to work with a committed and experienced staff as part of a learning community supporting each other to develop an innovative and exciting curriculum. This is a unique opportunity: to work in a school with a strong and proud heritage and to help lead it into the next exciting chapter in its history.

Thank you again for your interest in joining us.

Yours sincerely

Elisabeth Stevenson  
Headteacher



# Teacher of History / Cover Teacher

Inner London Teachers' Main Scale (£29,664—£40,372)

January 2019 Start, Permanent Position

## Teachers Pay & Conditions

As a full-time teacher you are required to be available for work for up to 1,265 hours of directed time over 195 days per year. Average hours per week is calculated 1265 hours over 195 days a year = 32.5 hours per week on average

Lady Margaret School is a comprehensive Church of England school for girls aged 11-18. It is situated on Parsons Green in West London, and serves a diverse local community. It was founded in 1917 and became an Academy in September 2012. The school is extremely successful and over-subscribed. Staff, students and parents work together to develop each individual student within a culture of high expectations and respect. We aim to empower students to achieve high aspirations for themselves within a culture of hard work and respect for everybody.

Our exam results reflect the hard work of our staff and students. In 2018, 88% of our girls attained GCSE English and Mathematics at grades 9-4. At A Level, our results are consistently outstanding, with high numbers of girls progressing to a wide range of Higher Education courses. In 2018 69% of grades were A\*-B. Students at LMS have a very good record of securing offers from top universities.

Now in our centenary year, we look forward to building on this success. We are looking for a talented and enthusiastic professional to join our School in January 2019 on a permanent basis. This position is suitable for a more experienced teacher. The successful candidate will teach History across the full age and ability range (0.5 FTE). In addition you will teach cover lessons, arrange the cover timetable for absent staff, and deploy and manage additional cover staff as required. As a member of our staff community you will have the chance to work with a strong staff team to build on the current successes of the school as we move forward into the next stage of our development.

Closing date for applications: Monday, 19 November 2018, noon

Interviews will be held : Thursday, 22 November 2018

For further information about this position, and an application form, please refer to our website ([www.ladymargaret.lbhf.sch.uk](http://www.ladymargaret.lbhf.sch.uk)), contact Mrs Wendy Gainham by email ([recruitment@ladymargaret.lbhf.sch.uk](mailto:recruitment@ladymargaret.lbhf.sch.uk)) or telephone 020 7736 7138 (8.30 am till 4.30 pm).

Lady Margaret School is committed to safeguarding children. The successful candidate will be subject to an enhanced DBS check.



## Lady Margaret School History Department

The History Department at Lady Margaret School is an innovative and high performing department. We aim to deliver student's natural curiosity and interest in the past, to inspire them with a desire to learn and to engage them in the subject as both a discipline and a body of knowledge, fascinating in its own right. The popularity of the subject at Lady Margaret is reflected by the large proportion of students who opt for the subject at GCSE, A Level and degree level. We plan exciting lessons and provide extensive opportunities for all of our students to learn beyond the classroom by offering Key Stage 3 historical fiction reading groups, visits to museums and historical sites for each year group as well as theatre and cinema trips. Year 9 students have the opportunity to visit Ypres each year.

The History Department numbers four teaching staff and there is a collaborative approach which promotes consistency yet allows for individual creativity. The department is well resourced in terms of textbooks, common schemes of work and resources. The department has a strong focus on developing AfL and embedding best practice. Departmental meeting time is used for continuing professional development, linked to the needs of the department and the School Development Plan.

At Key Stage 3 students follow a three year course of study, focused on historical enquiries spanning from the 11<sup>th</sup> to the 20<sup>th</sup> century, aiming to give students 'a big picture' of the past. This course includes British and international history, including a depth study on Apartheid South Africa and a thematic unit about British monarchy. Students complete tasks that focus on developing historical knowledge and understanding as well as on building increasingly sophisticated understanding of key concepts and historical skills. We also have a strong focus on developing students' literacy skills and believe that we have a key role to play in providing historical context for students' understanding and questioning of issues relating to citizenship.

The department follows OCR's History A J410 (Explaining the Modern World) GCSE course. This includes the following topics: International Relations: the changing international order 1918–c.2001, Germany 1925–1955: The People and the State, Migration to Britain c.1000 to c.2010, The Impact of Empire on Britain 1688–1730 and Urban Environments: Patterns of Migration.

At A Level, students follow the OCR syllabus, with examination papers on Britain 1930–1997 (including a depth study on Churchill), the Cold War in Asia 1945–1993 and Tudor Foreign Policy 1485–1603. Students also complete a 4000 word essay for coursework on a subject of their own choosing. Many of our students achieve top grades and go on to study History at university and we have a strong track record of students winning places at Oxbridge. This success is hard won and is due in most part to the culture of academic rigour that the department.

The successful candidate will have an obvious enthusiasm and passion for their subject, secure subject knowledge, as well as a relentless focus on teaching and learning. They will be committed to their own professional development and be willing to participate in sharing best practice for the benefit of all.



## Job Description — Teacher of History / Cover Teacher

**Job Title:** Teacher of History / Cover Teacher

**Reports to:** Head of History and Assistant Headteacher — Curriculum Development

**Overall Responsibility:** Delivering the highest quality learning experiences to pupils learning History and managing cover

**Date:** 01 January 2019

**Salary:** Inner London Teachers' Main Scale

**Disclosure level:** Enhanced

### Safeguarding

- Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Appointment to this post is subject to an enhanced criminal record and background check

### Aim and Main Purpose of the Job (Teacher of History)

To support the outstanding outcomes of the History Department by teaching an exciting and challenging History curriculum, teaching consistently high-quality lessons, and promoting exceptional levels of academic development, attainment and wellbeing for LMS girls.

### Overview:

1. To deliver consistently high quality lessons to pupils to enable them to make outstanding progress.
2. To support the development of an engaging, challenging and accessible Science curriculum for each year group that supports pupils to make outstanding progress.
3. To make a valued contribution to the school's pastoral and extra curricular programmes, including trips and school visits.
4. To be a committed Form Tutor, supporting the personal development and well-being of the girls in your tutor group.

### Classroom Teacher:

1. Plan and deliver high-quality, challenging lessons
2. Prepare pupils for any internal or public examinations, to enable each pupil to achieve her potential.
3. Maintain high expectations of pupils and set them challenging but achievable targets.
4. Understand your responsibilities for pupils with particular educational needs. These will include identifying pupils with special educational needs, adapting your teaching accordingly, seeking advice from colleagues including the SENCO when appropriate.
5. Follow all relevant school and departmental policies in the planning and delivery of lessons.
6. Where a member of staff is under allocation to do cover lessons where necessary.



## Job Description — Teacher of History / Cover Teacher

### Assessment, reporting and communication

1. Implement the school approach to assessment and feedback to inform planning, develop learning and evaluate pupils' progress.
2. Provide formative oral and written feedback to help pupils reflect upon and improve their work.
3. Make effective and regular use of the school's assessment criteria and reporting procedure to inform learning.
4. Maintain regular records of pupils' attainment and progress.
5. Attend parents' evenings and Open Evenings as required.

### Professional development

1. Demonstrate a commitment to continuous professional development by participating in opportunities to build your capabilities as a teacher.
2. Maintain an up-to-date expert knowledge of your subject area, relevant aspects of the National Curriculum and exam board requirements.
3. Ensure you understand your professional responsibilities in relation to school policies and practices.
4. Evaluate your own teaching critically and use this to improve your professional development.

### Form Tutor Responsibilities

1. Maintain a holistic overview of the academic and pastoral progress of your tutees, including monitoring their wellbeing, and academic progress.
2. Develop strong relationships with tutees based on trust and respect.
3. Deliver the PSHE curriculum to tutees in the weekly PSHE lesson.
4. Implement attendance, rewards, sanctions, behaviour and monitoring policies, including maintaining a weekly check of girls' day books.
5. Work with the Head of Key Stage or Head of Year to identify the need for Intervention planning where necessary.
6. Monitor the safeguarding and welfare of girls in your tutor group
7. Make Heads of Year/Heads of Key stage, SENCO and senior staff aware of any issues with girls as necessary.
8. Proactively engage parents to build positive home-school relationships. Act as the primary point of contact for parents of your tutees.
9. Model the ethos of the school.
10. Keep the form register and monitor patterns of pupil attendance / absence



## Job Description — Teacher of History / Cover Teacher

### Aim and Main Purpose of the Job (Cover Manager)

1. To arrange the cover timetable for absent staff
2. To arrange for additional cover staff if necessary
3. To ensure that the deployment of cover staff is cost effective
4. To liaise with cover staff and be the first point of contact
5. To cover lessons and actively supervise work set
6. To support SLT in finding long term supply staff where necessary

### Cover Manager Responsibilities

1. To receive and respond to staff absences for sickness, medical appointments and personal issues via email and text.
2. To receive and respond to staff notifications for CPD absences via email.
3. To record all absences promptly and correctly onto the SIMS database and notify the appropriate colleagues.
4. To receive and collate cover work from absent teachers.
5. To cover lessons and actively supervise students in their completion of work.
6. To analyse how absences can be covered in the most cost-effective way.
7. To liaise with supply teachers and agencies to employ staff when necessary.
8. To produce timetables for supply teachers.
9. To make copies of cover work available for supply teachers.
10. To brief supply teachers on school policies and expectations and provide written reference materials.
11. To ensure timesheets are accurately and promptly completed and returned to the relevant agency.
12. To liaise with class teachers and Heads of Department to identify any issues with supply teacher performance.
13. To be the first port of call where supply teachers have questions or concerns.
14. To liaise with the relevant staff members where a supply teacher has expressed a concern.
15. To support SLT with recruitment to long term supply positions by requesting and collating CVs, forwarding these to the relevant colleagues, and organising interview days for shortlisted candidates.



## Job Description — Teacher of History / Cover Teacher

### Notes

1. All the responsibilities outlined in this job description are subject to the general duties and responsibilities contained in the statement on conditions of employment under the Teachers' Pay and Conditions Act 1987.
2. This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's published time budget policy and have regard to Clause 4 (1F) of the teacher's conditions of employment.
3. This job description is not necessarily a comprehensive definition of the post it will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Staff are required to wear business dress and to be professionally presented.
5. Candidates must be in sympathy with the aims and objectives of a Church of England school and its ethos. (See prospectus for guidelines). Members of staff must support the church ethos of the school, including taking part in religious education and acts of worship.

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



## Person Specification — Teacher of History / Cover Teacher

|                       | Essential  | Desirable   |
|-----------------------|--|---|
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• Qualified to at least degree level</li> <li>• Qualified to teach in the UK</li> <li>• Qualified to work in the UK</li> <li>• QTS or equivalent</li> </ul>   | <ul style="list-style-type: none"> <li>• Further professional qualifications</li> <li>• Experience of teaching A Level in this subject</li> </ul>   |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>• Ability to deliver consistently outstanding lessons in this subject to pupils of all ages and abilities.</li> <li>• Proven record of significantly raising achievement with all groups of pupils across the age and ability range and of helping them achieve impressive examination outcomes.</li> <li>• Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.</li> <li>• Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work.</li> <li>• Experience of using SIMS data base to set cover.</li> <li>• Experience of working with multiple recruitment agencies</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of having worked successfully in at least one school in an urban, multicultural setting, teaching pupils from backgrounds of socio-economic disadvantage.</li> <li>• Experience of having led and managed a high-performing team, ideally, but not necessarily, in an educational context.</li> <li>• Successful experience of working particularly with high ability of SEN pupils.</li> </ul> |
| <b>Knowledge</b>      | <ul style="list-style-type: none"> <li>• Thorough knowledge of the requirements of the subject.</li> <li>• An understanding of the ways children learn and how individual needs may be assessed and met.</li> <li>• Good knowledge of current educational developments and initiatives relating to the subject and their implications.</li> <li>• An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies.</li> </ul>   | <ul style="list-style-type: none"> <li>• Actively informed of developments in your subject area, and of broader pedagogic developments at local, national and international levels.</li> </ul>  |



## Person Specification — Teacher of History / Cover Teacher

|                   | Essential   | Desirable   |
|-------------------|---|---|
| <b>Skills</b>     | <ul style="list-style-type: none"><li>• Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.</li><li>• The ability to develop positive relationships with all young people</li><li>• Well-developed planning &amp; organising skills including time management, prioritisation, delegation and administration.</li><li>• Ability to plan, monitor, evaluate, review and lead by example.</li><li>• Sound judgement and problem solving skills.</li><li>• Excellent organisation skills</li><li>• Ability to meet deadlines</li></ul> | <ul style="list-style-type: none"><li>• An ability to use data confidently to inform planning.</li><li>• Competent user of ICT</li></ul>            |
| <b>Motivation</b> | <ul style="list-style-type: none"><li>• Willing to support LMS school ethos as a Church of England school</li><li>• Willing to be fully engaged in the whole life of the school including extra-curricular activities.</li><li>• Willing to be a form tutor.</li><li>• Committed to working collaboratively with colleagues.</li><li>• A commitment to the safeguarding and welfare of all pupils.</li></ul>  | <ul style="list-style-type: none"><li>• Experience of leading successful extra-curricular activities which inspire and motivate learners.</li></ul> |