

CHANNING SCHOOL

Part Time Teacher of English (Maternity cover for two terms) January 2019

Information Pack for Candidates



The School

Ever since its foundation in 1885, Channing has been known as a happy and successful community. Our ethos and setting give pupils both security and a sense of their own significance: we recognize all achievements, of whatever nature, and hope each girl here knows she is valued as an individual. We aim to encourage scholarship, integrity, altruism and independence; to give girls the confidence, qualifications and skills they will need in life; and to send our leavers out ready to respond as thoughtful, responsible and socially aware adults to the challenges of the world today.



We aim to remain true to the ideals of our Unitarian foundation, to develop spiritual sensitivity and understanding and in particular to foster respect and consideration for the whole range of human faiths and beliefs.^[2]

Academic achievement

Academic results are excellent. Virtually all our sixth formers go on to University, or to Art College, some after a gap year. Girls also excel in a very wide range of co-curricular and extra curricular activities, and especially in Music, Drama, Sport and Art.

Community spirit

The Head and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.

Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious £13m building programme, completed in 2017, has provided us with excellent dining facilities, a Music School, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre.

English at Channing

This is an exciting opportunity to join a hard-working and friendly department whose work is greatly valued and supported by the School Management Team and the Governing Body. In this academic school, the English department prides itself on maintaining the very highest standards, in terms both of what is expected from the girls and of professional practice. The successful candidate will be an excellent classroom teacher and will have very good subject knowledge. The English department plays a defining role in the school's extra-curricular provision and all members of the department contribute to it.

There are seven members of the department, teaching English throughout the senior school from Year 7 to Oxbridge. All girls take both English Language and English Literature at GCSE (AQA). We have good numbers taking English Literature at A Level (Eduqas) and girls go on to read English at university each year. Drama is taught by specialists, but contribution to drama clubs and productions is very much welcomed.

KS3 Curriculum

In the Middle School (Years 7 – 9), the emphasis is on wide reading and creativity. The English Department follows its own curriculum in Years 7-9, which while relating in essentials to the National Curriculum allows us the freedom to choose our own texts and topics. In Year 7 all girls will be introduced to the basics of critical analysis and throughout the Middle School girls will be assessed at the end of the year on their ability to read and understand previously unseen poetry. All Middle School classes will study a range of texts each year, which will include a drama, poetry and prose text, a Shakespeare play and a unit of non-fiction. All these texts allow for a range of assessments.

KS4 Curriculum

Students are taught in mixed ability groups, which the English department create based on their understanding of girls in previous Middle School form groups. Currently, they have four 50-minute periods a week. Their English Language and English Literature courses are designed to be complementary and we can therefore integrate them and teach them simultaneously. The students read a wide range of literary, non-literary and media texts, including Shakespeare and other pre-twentieth century material. Literary texts are chosen for their merit and cover all genres. Last year, our GCSE English Language (AQA) results were 100% 5-9 and 67% 7-9 and our English Literature results at GCSE (AQA) were 100% 5-9 with 85% achieving 7-9.

KS5 Curriculum

English Literature is a popular choice at A Level in Channing and we have a remarkable success rate. The students are taught in seminar groups and encouraged to participate in textual analysis and discussion. We teach the Eduqas A Level course and teachers are free to choose which texts they would like to teach, according to their own enthusiasms. We do not teach the AS, so have two years over which to develop the girls' skills and passions. Our results last year were outstanding: 58% A*, 25% A, 17% B



Outside the Classroom

Creative writing, both within and outside the curriculum, is outstanding. As well as having two popular creative writing clubs, students perform well in national poetry competitions. The department runs writing workshops with other schools and trips to the Arvon foundation, a residential creative writing course for students. The school's Literary Society allows sixth form students to share their literary enthusiasms and to enjoy talks from writers, such as Kazuo Ishiguro, Carol Ann Duffy, Tracey Chevalier and Don Patterson. Academics from top universities, including Oxbridge, also give lectures. We run book groups for both junior and senior girls and a debating club, as well as organising trips to lectures and the theatre.

Channing's salary scale pays well above the standard scale.

Job Description

All staff are responsible, in every aspect of their work, for implementing and promoting the school's core values of courtesy, care and consideration for everyone in our community. Equally, we all have a responsibility to make sure that each girl is challenged and extended, so that her education is a fulfilling and a satisfying experience for her.

Subject teachers are responsible for:

- lesson preparation, assessment, record keeping and the setting and marking of appropriate homework, in line with departmental policy and schemes of work
- delivering the subject in a manner which is effective and appropriate to the class, taking into account the needs of all its members, including those with special education needs
- adopting and reinforcing appropriate health and safety procedures
- expecting and maintaining a high standard of work, punctuality, good discipline and order and general courtesy from girls at all times and leading by example
- alerting the Head of Department, Form Tutor and Section Head as appropriate if there is cause for concern about a girl's behaviour or academic progress
- assisting, as requested by the Head of Department, in the preparation and marking of internal examinations, and in the administration, invigilation and assessment of public ones, including the entrance examination, as appropriate
- contributing to the department's programme of self-evaluation and its drive towards improvement by taking a full part in INSET opportunities of all kinds
- keeping clear records of girls' attendance in lessons
- setting appropriate work for classes during absence, where possible
- completing any reports/grade-sheets/reference-requests punctually, both external and internal
- attending INSET, departmental and staff meetings, parents' consultation meetings and any other similar meetings requested by the Head
- taking a full part in the department's programme of outings and activities, organising them and/or acting as escort if the Head of Department so requires
- treating school equipment and resources with care and reporting any problems immediately to the Head of Department/support staff/Bursar, as appropriate
- covering lessons for absent colleagues
- undertaking such other duties as the Head may reasonably request

English Teacher (Part Time maternity cover, two terms)

Person Specification

It is essential that in your written application you give evidence of examples of proven experience in each of the criteria listed in the Person Specification.

The person appointed will have demonstrated competence in the following areas:

Qualifications:	English degree and teaching qualification. An experienced English teacher with suitable qualifications in their specialist subject who can motivate and inspire children to learn and realise their potential.
Experience:	Must have successful teaching experience in a secondary school. Have a working knowledge of Child Protection and Data Protection issues in the workplace.
Knowledge:	Sound understanding of secondary curriculum and Post 16 education. Demonstrate a commitment to continuing professional development in order to provide up to date leadership.
Analytical Skills:	Effective project management skills including budgeting and strategic planning.
Leadership and management:	A person willing to work as a team member – giving as well as receiving advice, discussing ideas and experiences as a shared purpose. An experienced teacher who will show commitment to the school's vision. Be part of a team developing a high quality curriculum with teaching and learning at its heart.
Relating to and Influencing others:	Ability to establish positive relationships with staff, pupils and parents. Demonstrate flexibility and be able to develop links between the school and community. A person with a calm and professional approach able to sustain working relationships with organisations and individuals.
Organisational Skills:	Plan and organise effectively. Demonstrate a high level of organisational skills.
Decision Making:	A decisive problem solver able to see the bigger picture and the impact of decisions.
Communication Skills:	An effective and open communicator - with children, adults, colleagues and professionals. A firm commitment to consultation and communication both internally and externally supported by excellent communication skills. Able to promote the school and the English Department. Computer literate.

Applications

Applications are to be made via **TES.com** using the **Channing School application form**, accompanied by a CV.

All applicants for employment will be required to complete a Channing School application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. The application form may be downloaded from the website <http://www.channing.co.uk/staff-vacancies>

Your application form should be accompanied by a CV and a cover letter, please note, however, that a CV will not be accepted in place of the completed application form.

Please note that once you submit an application via TES the system will automatically retain your details for a period of six months. If you are unable to submit your application via TES please email it to rwhite@channing.co.uk

Deadline for applications: Weds 14th November 2018

Interviews: Friday 23rd November 2018



Registered Charity No: 312766

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.