



SURBITON

HIGH SCHOOL

Job Description

Job Title:	Specialist Teacher of English
Job Purpose	<p>To inspire, encourage and empower our pupils to achieve their very best in the subject of English</p> <p>To promote English within the Boys' Preparatory School, providing expertise within the English Department</p> <p>To provide an environment where pupils develop academically and socially in an independent and self-confident way</p>
Reporting Line:	Head of the Boys' Preparatory School
Start Date:	April 2019
Tenure:	Maternity Cover, part time
Salary:	United Learning Pay Scale

Applications are invited for the part time post (maternity cover) of specialist teacher of English at Surbiton High Boys' Preparatory School, a selective, highly over-subscribed, 4-11 independent school in Kingston-upon-Thames.

The school has a warm and caring atmosphere where pupils can flourish; we put great emphasis on the well-being and personal development of each individual. The school is also strong in academic achievement; we expect good results from our students in all subjects and have students of above average ability who are highly motivated and achieve positive Value-Added at the 11+.

Key Responsibilities:

1. Teaching and Learning

- **Teach** English as required to Key Stage2 pupils
- **Be fully aware** of the requirements of Senior Schools at both 11+ Entrance and Scholarship levels
- **Be committed** to academic excellence and develop and implement programmes of study to ensure that each pupil develops at a good pace through differentiated planning and teaching
- **Teach** any required subjects to other groups and classes, as reasonably required
- **Embrace** the development of new teaching strategies and pupils' learning
- **Promote** the use of Digital Learning Technologies to support pupil achievement
- **Ensure** the smooth, efficient, supportive and rigorous running of the English Curriculum, including the application of rewards and sanctions
- **Provide** a stimulating learning environment through display, that is routinely maintained

2. Results

- **Track and monitor** pupil progress and achievement within the subject area across all Key Stages, using baseline data
- **Take** appropriate action to intervene in pupils' underachievement, which is likely to include communication with the appropriate Form Tutor/SLT member and parent/s
- **Promote** the use of target-setting and high quality pupil feedback to inform teaching and learning strategies
- **Develop** strategies for raising pupil participation, achievement and performance
- **Review, analyse and evaluate** results throughout the year



SURBITON

HIGH SCHOOL

3. Curriculum

- **Maintain** a good up-to-date knowledge of the Key Stage 2 curriculum and assessment procedures
- **Work collaboratively with the Department** on continually developing and updating the Schemes of Work, ensuring a mix of National Curriculum and United Learning KPIs
- **Ensure** that the curriculum offers enough stretch and challenge for all pupils, providing opportunities for learning at a greater depth whilst also meeting the basic requirements of each year group
- **Use** areas of strength and expertise amongst the Team and beyond SHS to enhance curriculum delivery.
- **Ensure** a smooth transition between each Key Stage, including Key Stage 2 to Key Stage 3

3. Values

- **Engage** in on-going personal and professional development
- **Be aligned to the School's values and ethos** to ensure ownership of whole school change
- **Promote** the School's ethos of May Love Always Lead Us and the Best in Everyone
- **Implement** all school policies
- **Work co-operatively** with SLT and all colleagues
- **Promote** the School and its training courses and activities, including participation in external and internal marketing activities
- **Uphold** the good reputation of the School and of United Learning with pupils, parents and other stakeholders
- **Ensure** that the principles and practices of the School's Equal Opportunities Policy are promoted through the curriculum
- **Undertake** the duties expected of a class teacher
- **Undertake** duties before, during and after school as required
- **Participate** in co-curricular school activities including clubs and residential field trips
- **Attend** school functions
- **Be committed** to the personal development of the pupils in the form and take responsibility for their welfare and social well-being
- **Develop** effective professional relationships with pupils, colleagues and parents
- **Keep the Head** fully informed of any significant developments concerning any pupil in the form



SURBITON

HIGH SCHOOL

Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications

- Good Honours degree
- A postgraduate teaching qualification
- Evidence of further relevant professional development

Skills

- The ability to inspire, motivate and support pupils and colleagues
- Excellent organizational, administrative and IT skills
- An excellent up to date knowledge of the Key Stage 2 Curriculum

Experience

- Experience of teaching the 11+ English Curriculum
- Experience of teaching National Curriculum at Key Stage 2
- A proven track record of delivering on academic performance both in terms of attainment and progress
- Evidence of successful, inspiring and innovative teaching at all levels
- Experience of collaborating with colleagues

Knowledge

- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives

Personal Qualities

- High levels of personal and professional integrity
- Ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences

Attitudes

- A team player with leadership qualities and a reflective and flexible approach
- Organized, energetic and able to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Committed to the Surbiton High School's ethos
- High expectations for pupil attainment, personal development and conduct
- Ambitious and aspirational for oneself and for the school
- Committed to professional development and show a willingness to undertake appropriate training for this role
- Willingness to go the extra mile



SURBITON

HIGH SCHOOL

To Apply

Please apply online by clicking on the following link:

<https://unitedlearning.current-vacancies.com/Jobs/Advert/1488642?cid=1567>

Closing date for Applications:
Interviews to be held on:

8.00am Monday 21 January 2019
Wednesday 30 January 2019

Please note that the School reserves the right to appoint at any stage during the recruitment process. It is our standard procedure to seek references prior to interview. If this causes potential problems for you please indicate on your application form.

For any queries relating to the role or your application, please email recruitment@surbitonhigh.com



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1450 pupils aged between 4 and 18. Our Junior Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.



SURBITON

HIGH SCHOOL

Read more on our website: www.surbitonhigh.com

Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.