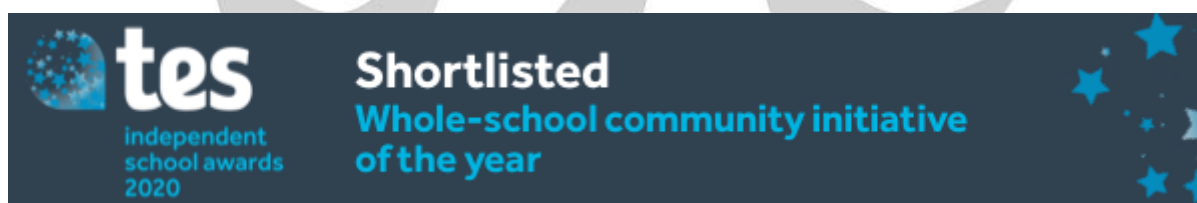


Recruitment Pack



Head of English September 2020

Beech Hall is a unique independent school of approximately 180 pupils in which staff truly inspire the wide-ranging achievements and talents of every single pupil. What could you bring to Beech Hall?



An introduction to Beech Hall

Beech Hall is a non-selective independent school for boys and girls aged six months to sixteen years. Situated in a beautiful sixteen-acre site in the heart of Cheshire, housing two listed buildings, playing fields and a popular outdoor swimming pool, we are proud to be able to provide a truly child-centred approach to education, ensuring that every single pupil is happy and therefore achieves and thrives – in the widest sense of the word.

Small classes and a focus on the individual child mean that quality teaching and learning lead to success. However, we believe opportunities beyond the classroom curriculum are just as important as we seek to provide a truly unique and enriching curriculum for every pupil. A balanced focus on academic attainment, sporting opportunities, emphasising individual strengths and celebrating traditional values are at the core of everything that is important to us at Beech Hall.

The school was acquired by The Riverston Group in May 2015. This has provided a much-needed injection of capital investment, including new offices, changing facilities, renovated and decorated classrooms and other teaching facilities, new Microsoft and Apple IT suites to highlight just a few of the recent changes. In the summer of 2019, these renovations included the introduction of a brand new, state-of-the-art Science laboratory, Design Technology laboratory and sports changing facility. The Riverston Group is committed to providing an education utterly focused on the individual child and visitors will attest to this in the clear child-focused ethos of the school.

The staff at Beech Hall have the highest standards of expectation for our children and the quality to which we believe they are entitled. This means that processes to ensure individual happiness and achievement are rigorous, and opportunities for pupils to participate in the widest variety of ways are multiple and varied. Communication remains a three-way process throughout our children's education, ensuring that the child, their parents and staff work collaboratively to achieve happiness and success.

Candidates are encouraged to make an appointment to look around our school. I shall look forward to welcoming you to Beech Hall School.

James D Allen
Headmaster

Recent Awards

TES Finalist – Whole-school Community Initiative of the Year 2019

Independent Schools Association Finalist – Excellence in Extracurricular Activities 2019

Independent Schools Association Finalist – Outstanding Provision in Learning Support 2018

Independent Schools Association Winner – Excellence & Innovation in Partnerships 2017

Independent Schools Association Finalist – Excellence in Extracurricular Activities 2017



Beech Hall School agreed values, beliefs and behaviours

At Beech Hall our shared values – for both pupils and colleagues – are based on and extended from the Olympic and Paralympic Values. Based on the values, beliefs and behaviours that we all strive to demonstrate in how we **show** ourselves to other people, how we **grow** as individuals, and how we **connect** with those around us. These values underpin everything that we do, how we behave and the attitudes that we attempt to demonstrate on a daily and repetitive basis.

Pupils throughout the school are rewarded with stickers in these values, and these contribute towards the Olympic Passport of Olympic Passport Premium. Reinforced by postcards home, these are an integral part of the wider process of rewards at Beech Hall.

Show



Grow



Connect



Job Description: Head of English

Beech Hall School

Headmaster: J. D. Allen. BA(Ed) Hons, MA, NPQH, FCoT



Required for September 2020

Job Title	Head of English		
Appointed by	Headmaster		
Reports to	Director of Teaching and Learning		
Position	Full time position, Monday to Friday		
Salary	Upper Pay Scale U1 to U3 (dependent on experience) + TLR (as appropriate)		
Type of Contract	Permanent		
Deadline for applications	13 March 2020	Shortlisting	16-17 March 2020
Interviews	25-27 March 2020	Start date	1 September 2020
Summary of the role	To lead this small, yet growing, English department with dynamism, motivation and creativity, committed to improving the literacy of both highly academic pupils and those who need additional support.		
Key responsibilities	<p>Set high expectations which inspire, motivate and challenge all pupils</p> <ul style="list-style-type: none"> Establish a safe and stimulating environment for pupils, rooted in mutual respect Teach effective and dynamic lessons that ensure and exceed expectations of pupil progress <p>Leading the English department</p> <ul style="list-style-type: none"> Manage and lead this small, yet growing department which includes the teaching of English Language and Literature GCSE, Functional Skills and English intervention lessons, and Film Studies GCSE The successful applicant will have experience either managing a team or being second in a larger department <p>Promote good progress and outcomes for all pupils</p> <ul style="list-style-type: none"> Plan differentiated teaching to build on pupils' capabilities and prior knowledge Provide feedback to pupils that enables them to understand how to move on and make progress Guide pupils to reflect on the progress they have made Write reports about pupils, their progress and their needs Mark and monitor pupils' work in a timely fashion, and set targets for progression Assess and record pupils' progress systematically Have clear rules, routines and expectations of pupils' behaviour, including enabling pupils to take responsibility for their learning <p>Demonstrate good subject and curriculum knowledge</p> <ul style="list-style-type: none"> Show and demonstrate an understanding of and take responsibility for promoting high standards of literacy and oracy, including the correct use of English Have a secure knowledge of the curriculum <p>Work in partnership with stakeholders</p> <ul style="list-style-type: none"> Promote and foster constructive home/school partnerships, including attendance at Parents' Evenings, and to liaise with parents as and when necessary Liaise with the Director of Teaching & Learning 		



Part of the Riverston Group | A bespoke approach to education



ANNUAL AWARDS
2017 WINNER

Beech Hall Drive, Tytherington, Macclesfield, Cheshire. SK10 2EG

T: +44 (0) 1625 422192 | secretary@beechhallschool.org | www.beechhallschool.org

Reg. in Great Britain No. 9540576

	<ul style="list-style-type: none"> • Work with the SENDCo and other staff with special educational needs expertise, to ensure that all pupils' needs are met effectively • Liaise with the Examinations Officer over examination entries including decisions as to tier of entry; undertake assessment of pupils as required by examination bodies • Maintain and develop a positive relationship with all members of staff; to attend training days and out of school meetings as required • Share responsibility with all colleagues for the pastoral care, safety and wellbeing of all pupils <p>Fulfil wider professional responsibilities</p> <ul style="list-style-type: none"> • Demonstrate a commitment to personal, professional development • Show commitment to the process of performance review and appraisal • Commit to the agreed values, beliefs and behaviours of the school • Play an active role in the extra-curricular programme of the school • Carry out any such other duties as may be reasonably required by the Headmaster or other senior members of staff
Pastoral duties	<ul style="list-style-type: none"> • Act as a Form Teacher to an assigned group of pupils • Promote the general progress and wellbeing of all pupils • Liaise with the Deputy Head (Pastoral) & Designated Safeguarding Lead • Alert appropriate staff to problems experienced by pupils • Communicate with parents on a regular basis • Contribute to the PSHEE curriculum
Quality assurance	<ul style="list-style-type: none"> • Promote high standards of teaching, learning and assessment, and participate in school monitoring and evaluation procedures • Engage in the process of target setting at individual and school level

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior member of staff to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post-holder.

All staff are expected to attend staff briefings before school and staff meetings after school.

Person Specification: Head of English

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A good degree in English and teaching qualification Qualified Teacher Status Evidence of professional development relevant to the role 	<ul style="list-style-type: none"> Current enhanced DBS
Experience	<ul style="list-style-type: none"> Teaching English to Key Stages 3, 4 and 5 An excellent classroom practitioner 	<ul style="list-style-type: none"> Working with pupils with additional needs Working with pupils with Dyslexia Form Teacher Evidence of successful leadership of an aspect of the curriculum
Skills	<ul style="list-style-type: none"> IT literate and enthusiastic in the use of ICT to enhance learning Good communication and interpersonal skills Ability to prioritise workloads and to be well organised Ability to promote the school's aims and ethos positively and effectively 	<ul style="list-style-type: none"> An understanding of a range of pedagogical approaches
Personal	<ul style="list-style-type: none"> Ability to inspire, challenge and motivate both pupils and colleagues A commitment to extra-curricular activities in school and the wider curriculum Independence and ability to work as part of a team 	<ul style="list-style-type: none"> Flexible with an excellent work ethic A sense of humour and a positive 'can do' attitude
Attitudes	<ul style="list-style-type: none"> That put children at the heart of everything that we do Engage with the school as a learning community, establishing and fostering links with parents, colleagues, external stakeholders and the local community 	

What can you expect from Beech Hall School?

- A beautiful school set in 16 acres of land, with a mix of traditional and modern teaching facilities
- Continuing professional development
- Thrice-weekly morning staff briefings in which pupils are at the heart of discussion
- Excellent transport links to both Manchester and London
- The opportunity to take part in the wider community of the school
- Receptive and supportive Senior Leadership Team
- Friendly and supportive colleagues
- Open and positive working environment in which hard work and commitment are valued the highest degree

How to apply

- Send either your completed application form or CV to the School Secretary, together with a covering letter
- Ensure your covering letter demonstrates why you want this position, and why you would like to work at Beech Hall
- You are encouraged to make an appointment to view the school, or to have an initial conversation with the Headmaster on the telephone
- Clear dates for deadlines, shortlisting and interviews can be found on page 4

Requests for an application pack should be made to the School Secretary - secretary@beechhallschool.org or by telephoning 01625 422 192.

Prospective candidates are actively encouraged to make an appointment to view the school and to meet with the Headmaster.