



Tolworth Girls' School & Sixth Form

Committed to Excellence



Candidate Brief

Teacher of English

(Assistant Subject Lead Key Stage 3
for the right candidate)

March 2016

Dear Candidate

Teacher of English (Assistant Subject Lead KS3)

Thank you for your interest in joining Tolworth Girls' School & Sixth Form, within this pack you will find information about the school and the application process.

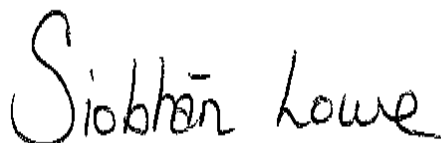
Tolworth Girls' School & Sixth Form is a thriving community school with a healthy and open attitude to progress and change. The school is at an exciting stage of development, with an increasing sixth form and new buildings planned. The community provides a purposeful learning environment for both students and staff, stressing the importance of creativity, independence, celebration and empathy. Staff and students enjoy positive working relationships making it a happy place to work.

This highly over-subscribed girl's school requires a full-time teacher of Science to start in September 2016. Our very successful and thriving English department is looking for a well-qualified teacher to teach English up to A level. Candidates looking to take on responsibility for KS3 English in a school where students are well motivated are most welcome to apply, as are newly qualified teachers interested in a main scale teacher position.

Tolworth Girls' School & Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check.

I look forward to receiving your application by 9am Tuesday 12th April 2016 and appreciate the time taken to consider and apply for this post. Interviews will take place on Friday 15th April 2016. If you have not heard from the school by Wednesday 13th February 2016, please assume you have not been shortlisted but accept our best wishes for the future.

Yours faithfully



Siobhan Lowe
Headteacher

Information about Tolworth Girls' School & Sixth Form

Tolworth Girls' School & Sixth Form is a thriving community school with a healthy and open attitude to progress and change. The school is at an exciting stage of development, with an increasing sixth form, new buildings planned and the possible opening of a primary free school. The community provides a purposeful learning environment for both students and staff, stressing the importance of creativity, independence, celebration and empathy.

If you feel you have the drive, energy and ambition to contribute to the future development of our school and sixth form then we would very much welcome your application.

We achieved:-

Tolworth Girls' School is celebrating another outstanding year of GCSE results including its best ever Mathematics results! Nearly 86% of students got 5A*-C grades and over 73% of students achieved the benchmark of 5A*-C grades including English and maths, up over 10% from last year.

Over 31% of all grades awarded were at A* or A, and 83% of all grades achieved were a C grade or higher.

For Science 87.7% achieved A-C at GCSE.

Our A level results were also fantastic for 2015

We are delighted with the outstanding achievement of our students again this year. Nearly 40% of all A levels taken achieved a grade A* to B, greatly outperforming their target grades.

The results clearly reflect the ethos of our school. As a comprehensive sixth form we provide an opportunity for all students, helping them to achieve their ambitions. We are delighted to be able to maintain our broad subject offer ranging from Creative Arts, including Dance and Photography, to Maths, Science and Technology. This year we have students progressing to a broad range of university courses at some of the best educational institutions in the country. We have helped our students make choices that will give them a real advantage in this most challenging economic climate.

Tolworth Girls' School & Sixth Form

Job Description

Post Title:	TEACHER of ENGLISH and MEDIA
Purpose:	<ul style="list-style-type: none"> • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. • To monitor and support the overall progress and development of students as a Teacher/ Form Tutor • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. • To have competence in and further develop levels of competency in the National Professional Standards for Teachers at the appropriate level through the school's performance management and professional development processes.
Reporting to:	Director of English
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Head/Deputies/Assistant Heads, Teaching/Support Staff LA representatives, External Agencies and Parents.
Working Time:	195 days per year. Full-time
Salary/Grade:	Main scale
Disclosure level	Enhanced

MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Faculty. To contribute to the Curriculum Area and faculty's improvement plan and its implementation. To plan and prepare courses and lessons. To contribute to the whole school's planning activities.
Curriculum Provision:	To assist the Subject Leader and the Senior Leadership Team, to ensure that the curriculum area provides a range of teaching that complements the school's strategic objectives.
Curriculum Development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Aims and Strategic Objectives.
<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> To take part in the school's staff development programme by participating in arrangements for further training and professional development. To continue personal development in the relevant areas including subject knowledge and teaching methods. To engage actively in the Performance Management Review process. To ensure the effective/efficient deployment of classroom support To work as a member of a designated team and to contribute positively to effective working relations within the school.
Quality Assurance:	<ul style="list-style-type: none"> To help to implement school quality procedures and to adhere to those. To contribute to the process of monitoring and evaluation of the curriculum area/faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. To review from time to time methods of teaching and programmes of work. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management Information:	<ul style="list-style-type: none"> To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. To complete the relevant documentation to assist in the tracking of students. To track student progress and use information to inform teaching and learning.

Communications:	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
Marketing and Liaison:	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, faculty and the students.
Pastoral System:	<ul style="list-style-type: none"> • To be a Form Tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. • To liaise with a the Head of Year and other Guidance team staff to ensure the implementation of the school's Guidance System and pastoral care. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff • To contribute to PSHCE, citizenship, enterprise, and other cross-curricular themes according to school policy • To apply the Behaviour management systems so that effective learning can take place.

Teaching:	<ul style="list-style-type: none">• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.• To ensure that ICT, Literacy, and Numeracy are reflected in the teaching/learning experience of students• To undertake a designated programme of teaching.• To ensure a high quality learning experience for students which meets internal and external quality standards.• To prepare and update subject materials.• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.• To mark, grade and give written/verbal and diagnostic feedback as required.

<p>Should you be appointed A.S.L.</p>	<p>You would work alongside the Director and the other Assistant Subject Lead:</p> <ul style="list-style-type: none"> • To implement a shared and clear vision for the department and use strategies designed to achieve this. • Provide a personal professional example in all aspects of work. • Establish clear strategic action plans to translate priorities into reality. • Seek continuous improvement. • Establish the desired style of leadership and management based on consultation, delegation and accountability. • Involve staff fully in policy and decision-making by a collaborative style of management. • Develop colleagues by delegation and authority by specific developments. • Work to maintain a coherent team of mutually supportive staff. • Seek to promote the professional development and career aspirations of staff. • Provide regular positive feedback and appreciation for work. • Supervise the work of departmental staff to ensure a co-ordinated approach consistent with school and departmental policy. • Monitor and evaluate the work of staff by, for example: <ol style="list-style-type: none"> 1. Observing lessons and providing feedback 2. Monitoring assessment data and supporting colleagues to develop their assessment practices. • Attend and lead meetings in accordance with the meetings timetable (working through the faculty). • Ensure meetings are productive and well-managed. • Maintain consistency in the application of departmental processes on marking, assessment, homework, language, presentation, etc, which are consistent with overall school guidelines across the department.
<p>Other Specific Duties:</p>	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above. 	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The English & Media Studies Department

Staff and responsibilities:

The English & Media Studies Department is a thriving part of Tolworth Girls' School. We are a creative, dedicated and committed faculty with a proven record of success in examinations.

Director of English (KS5): Laura Hynes

Assistant Subject Leader (KS5): Laura Groves

Assistant Subject Leader (KS3):

Teacher of English & Drama: Eleanor Cooke

Teacher of English: Courtney Stuart

Teacher of English: Therese Duffy

Teacher of English: Lauren Viola

Teacher of English (Head of Year): Rebecca Powling

Teacher of English (Literacy Coordinator): Alice Chiddy

Teacher of English & Media: Karan Chambers

Teacher of English & Media: Ian Boyce (Assistant Head of Sixth Form)

From September 2015, we are offering:

- WJEC English Language
- AQA English Literature

From September 2015, we are offering A Levels in:

- AQA Specification B English Literature
- AQA Creative Writing
- OCR Media

Resources

We have 7 dedicated English teaching rooms and a Media suite with apple macs. All classrooms have interactive whiteboards. We teach a wide variety of texts, placing an emphasis on pace and challenge within the English curriculum delivered at all Key Stages. We are proud of the department culture of sharing good practice and co-planning which we believe stimulates varied and inspiring teaching and learning.

Extra-curricular activities

We organise many extra-curricular activities such as theatre trips, booster lessons, creative writing workshops and we also produce the school magazine. We also have a panel of Learning Leaders and encourage pupil voice as a means of shaping our curriculum.

Teaching Styles and groups

We use a wide variety of teaching styles but the emphasis is on ensuring literacy strategies underpin the curriculum. We encourage the use of ICT for learning.

Classes are taught in mixed ability groups at Key Stage 3 and in ability groups at Key Stage 4. There is a very high take up of the subjects offered by the department at A level.

Teaching & Learning

We aim to make the English classroom a place where students enjoy and truly benefit from learning. In order to do this we employ a variety of teaching and learning styles and strategies including:

- Whole class discussion
- Collaborative/group work
- Individual work
- Independent study and research
- Self-evaluation
- Oral presentations

We believe that students learn best when:

- They are engaged, motivated and challenged.
- Lessons are clearly structured and the learning objectives are explicit.
- Teachers are enthusiastic and have a positive relationship with the class, with clear expectations in terms of behaviour.
- Assessment criteria are explicit.

We believe that teachers teach best when:

- They are in a supportive environment where strengths are recognised and solutions to problems are sought through exchanging ideas.
- They have a clear scheme of work to guide expectations.
- They have adequate resources to enhance good teaching.
- They contribute to department and whole school policies.
- They are enthusiastic and have a positive relationship with the pupils.

Overall Aims of the Department

The department aims to provide all students with a balanced, broad, relevant and enjoyable education enabling all pupils to progress by:

- Developing skills and abilities to enable students to confidently use the English language across the school and in everyday life.
- Developing knowledge of Standard English.
- Stimulating an interest and enthusiasm for speaking and listening, reading and writing and an appreciation of literature from all cultures.
- Developing literacy skills to enable students to fully access the whole school curriculum.

The Application Process

Application forms can be downloaded from our website: www.tolworthgirlsschool.co.uk.
Please complete and return the application form by the closing date specified. This can be e-mailed to the address below or sent by post to:

Tolworth Girls' School & Sixth Form
Fullers Way North
Surbiton
Surrey
KT6 7LQ

Email : recruitment@tgs.rbksch.org

Tolworth Girls' School & Sixth Form is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).