



Dunottar School



# Working at Dunottar

TEACHER OF ENGLISH

Required for September 2024

Closing date 4 June, Interviews 6/7 June



## Welcome to Dunottar School

Dunottar is a vibrant, co-educational independent secondary school in Reigate, Surrey. We have 460 pupils across years 7-13 (ages 11-18) and are part of United Learning's family of schools. At Dunottar our aim is to bring out the best in every pupil, enabling them to be the very best they can be. Pastoral care is at the heart of everything we do, and we pride ourselves on our warm and nurturing, family environment. In addition, we offer an outstanding education to our pupils and, through excellent teaching and high levels of individual support, seek to enable them to achieve added value which is comparable with what is achieved in the top schools in the UK.

We are delighted that you are considering working at Dunottar School. We are a close knit team where every professional's impact and input is valued. As a rapidly developing school, I am looking for staff who pride themselves on the highest possible professional standards, are keen to immerse themselves in school life and who relish the creativity of the opportunity that is provided here.

In return, you will enjoy an exciting and rewarding professional life where you will genuinely feel that you are shaping not just the futures of the children you teach, but the school itself. As part of United Learning's family of schools, your professional development opportunities are second to none. Our staff benefit from the expertise that comes from working with other dedicated teachers from a variety of different schools and contexts; so whatever stage of your career you are at, I am confident that you will continue to learn and develop by becoming part of our team.

**Mark Tottman, Headmaster**



## Our People

We aim to appoint the very best teachers who have a passion and enthusiasm for their subject and, beyond that, for teaching itself, so that pupils at Dunottar are inspired to achieve their very best. Enjoying the opportunity of teaching children with a range of academic ability, our staff feel that their vocation is in enabling every child to gain the best possible outcomes. Success is not measured in raw results, but in how much more each child has achieved than might have been expected.

At Dunottar, we create a culture where teachers take pride in exchanging ideas about teaching and learning. We believe inspiring teaching is what gives pupils access to difficult concepts and encourages the thrill of intellectual discovery. Our staff share best practice and, utilising the United Learning network, strive for continuous improvement in both the pupils and themselves. The needs of our pupils are understood through our interrogation of academic and pastoral data, enabling staff to challenge and care for their pupils in equal measure.

Dunottar is a school with a distinctive atmosphere and an exciting and dynamic place to work. Teaching and support staff work collaboratively in an environment where hard work and fun go hand in hand. It is a school where you can have real impact and where there are rewarding career opportunities for motivated, talented teachers.

# The Department

The English Department, one of the largest in the school, is extremely successful. At GCSE, students follow the AQA syllabus for English Language and English Literature while at A-level, they follow the OCR English literature syllabus. Classes at Key Stage 3 and 4 are set according to ability.

The department encourages students to read as widely as they can through weekly lessons in the library for Year 7, a 'book bingo' initiative, e-books, a news app, visiting speakers and competitions. Co-curricular involvements include a student eMagazine, a writers' circle, an oracy day, theatre visits and enrichment lecture days.



## The Role

We are looking for someone with an ability to stimulate curiosity and interest in English and who is prepared to give full commitment to the aims and ethos of the Department and to Dunottar School.

The English Department is friendly, welcoming and supportive: staff are keen to share resources and embrace new ideas, aspiring to keep their teaching fresh and exciting. The department aims to stretch and challenge every student to realise their potential. Applications are invited from well-qualified and talented teachers for this post. We would welcome applications from early career teachers and experienced teachers alike. We also have the United Teaching route available for unqualified applicants looking to undertake their PGCE part time whilst working/teaching. Part time applications may be considered depending on the level of availability offered.

The successful candidate will share our passion for developing the work of the department and sharing good practice. They will also play an active role in the extensive and varied co-curricular program at the school, both during the working week and some weekends.

# Key Responsibilities

- Enable pupils to acquire new knowledge and to make good progress according to their ability to increase their understanding and develop their skills in the subject being taught.
- Display evidence of well-planned lessons, and effective teaching methods, activities and management of class time.
- Show a good understanding of the aptitudes, needs and prior attainments of the pupils, and that these have been taken into account when planning lessons.
- Display a high level of knowledge and understanding of the subject matter being taught, and communicate this enthusiastically to students.
- Employ an excellent range of teaching strategies, high-quality resources and activities, thus enabling all students to fulfil their academic potential.
- Ensure that marking of pupils' work is both regular and thorough and that full records are kept in line with the Assessment, Recording and Reporting Statement.
- Ensure that pupil assessment is used to inform lesson planning so pupils can make progress, and evaluate pupil performance both in terms of the school's stated aims and national norms.
- Use effective strategies for managing behaviour and encouraging students to act responsibly.
- Have high expectations of students.
- Create a stimulating and positive learning environment.
- Keep abreast of current thinking and development in the relevant subject area.
- Assist the Head of Department with the development of appropriate schemes of work.
- Share resources and training materials with colleagues.
- Contribute to departmental activities, e.g., enrichment work, clubs, societies and trips.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils.
- Attend parents' evenings.
- Attend and contribute to relevant meetings when required.
- Be involved in a House, attend House meetings and support House events.
- Take part in the co-curricular life of the school.
- Attend and support assemblies and co-curricular events e.g., concerts, plays.
- Pastoral Care is the responsibility of all members of teaching staff at Dunottar, staff must:
  - ◇ Contribute to the pastoral care and personal development of pupils.
  - ◇ Report any pastoral concerns to the Head of Year or in serious circumstances the Deputy Head Pastoral.
  - ◇ Be fully conversant with the Child Protection policy and report any concerns or allegations to the Senior Designated Person.

*This job description is not intended to be all-inclusive and the post holder may perform other duties reasonably required by the Headmaster. The School reserves the right to make an appointment at any stage during the recruitment process.*



# Person Specification

## Professional Qualifications and Skills:

- A record of excellent academic achievement including a relevant honours degree
- PGCE/QTS or the ability to obtain ITT at Dunottar via United Teaching

## Personal Qualities:

- High levels of personal and professional integrity
- Self-confidence, personal energy and dynamism
- Personal warmth, good rapport with pupils, colleagues and parents
- Excellent organisational skills
- Excellent oral and written English skills
- Appropriate levels of personal presentation

## Teaching and Learning:

- Enthusiasm for, and an excellent knowledge of, the relevant curriculum
- Evidence of creative and innovative approaches to teaching and learning including the appropriate use of ICT
- Commitment to improving, monitoring and evaluating teaching and learning
- The ability to teach English up to GCSE and A Level
- An ability to make all pupils feel valued and involved in your lessons
- Commitment to ongoing professional development
- To keep abreast of educational research and pedagogy so that lessons enable all pupils to make progress

## Philosophy & Ethos:

- A commitment to safeguarding and promoting the welfare of children and young people
- High expectations for pupil attainment, personal development and conduct
- Commitment to best practice in pastoral support and student welfare
- Commitment to helping with extra-curricular activities and curriculum enrichment



## Part of United Learning

Dunottar School is part of United Learning, a large, and growing, group of over 90 schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

## The Package

- **Salary:** Appropriate point on the United Learning teachers' pay scale.
- **Pension:** Contributory pension scheme.
- **Remission of fees:** For your children at the school (in line with the usual admissions policy).
- Tailored **Continuous Professional Development.**
- **Employee benefits:** Over 250 exclusive employee benefits through Perkbox including free access to online wellness and workout classes, money off your weekly shop, high street purchases and meals out.
- **Dining:** Free school lunch.
- **Sports and leisure:** Use of the swimming pool, the Courtyard Gym and tennis courts (at specific times).
- **Wellbeing:** Staff access to confidential advice, staff social events.



# Our Location and Facilities

Dunottar School is based in a handsome Palladian-style mansion set in 15 acres of beautiful grounds, just outside Reigate town centre. In addition to the main Mansion House, the school has modern wings housing classrooms, a university-style Sixth Form Centre with rec room and café. The school has a recently opened £4.5m Performing Arts Centre, with music practice rooms and a 500-seat theatre, Art and DT studios. Our sport facilities comprise of a 25m indoor swimming pool, a large Sports Hall with 4-lane cricket net system and three floodlit outdoor netball courts. Rugby and football fixtures are played at Old Reigatians RFC, where we have use of extensive and well-maintained rugby and football pitches.



## Contact Information

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[www.dunottarschool.com](http://www.dunottarschool.com)