



Birchwood High School



Teacher of English Recruitment Pack



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Letter to applicants

Dear Colleague,

Thank you for your interest in both Birchwood High School and the role of Teacher of English.

Birchwood High School is a large 11-18 school with around 1400 students from Bishop's Stortford and the surrounding area. We are proud to be an inclusive and non-selective school which serves the needs of all students regardless of their starting points. Student needs are supported through a strong balance of academic progress, pastoral support and curriculum enrichment.

Birchwood has a large and cooperative staff. Visitors always comment on the friendly and collegiate feel of the school. We are all committed to working and improving together to provide the best possible outcomes for all of our students. We are also committed to supporting one another and trying to put staff wellbeing at the heart of decision making!

We are seeking to appoint a dynamic and highly motivated teacher of English with a genuine and infectious passion for the subject who will enthuse and engage the students they teach.

The Faculty is well led and the team are enthusiastic, committed and supportive. The English department has a close working relationship with the vibrant and growing media department. For more information about the English Faculty including curriculum maps please visit the school website [here](#). If you have any further questions about this post, please feel free to email the Head of Faculty, Zara Bottier on zboittier@birchwoodhigh.org.uk.

To apply, please ensure that when completing the online application form you include any relevant experience to date, your values, how you would make a difference to student outcomes and why you want to be part of the Birchwood Community.

Applications should be submitted online via the [mynewterm](#) platform no later than 9.00am on **Tuesday 22nd April 2025**. Interviews will be held on **Friday 25th April 2025**.

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact Sarah Wilkinson directly.

Yours sincerely

Mr Sam Griffin
Principal



About Bishop's Stortford and Birchwood High School

Bordering the county of Essex, Bishop's Stortford is a thriving, historic and picturesque market town situated in Hertfordshire. The town is served by direct train links into London Liverpool Street, Cambridge and Stansted Airport and the M11, M25, A120, A10 and A414 making Bishop's Stortford easily accessible to Cambridgeshire, London, Hertfordshire, Essex, and Stansted Airport. With such great transport links, easy access to beautiful countryside and a wide range of excellent local primary and secondary schools, it is easy to see why this is a favoured commuter area.

Our School is located in the north-east of Bishop's Stortford, close to the town centre and the train station. It is situated in an attractive open setting within a residential area backing onto mature woodland. Converted to a Single Academy Trust in 2011, Birchwood is a well-established, attractive, all round inclusive, co-educational secondary school and sixth form.

We have a PAN of 240, and a current sixth form of 227, making us one of the biggest schools in the local area. Most students enter our school at Year 7 from primary schools within the town and surrounding area. We work hard to foster good relationships with our local primary schools and a particular emphasis is put on transition to Year 7.

We have great pride in being an inclusive school with an all-ability ethos that respects and responds to the different backgrounds and situations of all our students. We offer a broad curriculum choice and an extra-curricular programme that encompasses the National Curriculum and beyond. It is central to our ethos that the curriculum is accessible to all students and Birchwood has a strong local reputation for SEND provision.

Investment has been made in initiatives to facilitate recovery from the pandemic, these include a whole school literacy programme, now in its second year, and the development of an intervention centre to provide targeted support where it is most needed. Students, staff, and trustees have worked together on recent initiatives to champion equality, diversity, and inclusion, with a particular focus on gender equality as well as LGBTQ+, race and ethnicity, to foster a whole school culture where everyone feels welcome and safe to bring their whole selves to school.

Our school buildings and facilities are modern and well maintained. They include a light and welcoming library, dedicated sixth form centre, cafeteria and kitchens, and a full range of equipment and rooms to support our wide curriculum offer. We also have a modern sports hall and gym, a dance studio, and a dedicated drama studio. Staff have access to a large staff room and shared work area. In addition to the indoor facilities, there are well maintained grounds which include social areas, a 3G AstroTurf pitch and a large playing field for grass pitches and athletics. There is also a detached playing field that offers opportunities for future development. The quality of the facilities and our outward focus means that we have an established busy community lettings programme which includes use by drama, music and sporting groups.

Trustees have recently released reserves of £400,000 to invest in improvements to our buildings and facilities. These have included updating the PC's and computer suite, remodeling our reception area, upgrading some of our toilet facilities and the Personalised Learning Centre - which is our hub for SEND provision. We have also installed new boilers and new CCTV and telephone systems.

Our School Values and Ethos

Our core values are encompassed in our mission statement:

“ At Birchwood we are part of something special, welcoming all, supporting all, and encouraging all.

Enjoying together the exploration of ideas, the excitement of learning and the celebration of our achievements, in a school where we feel safe.

“your dreams, your future, our challenge”



Key facts and statistics

Location:

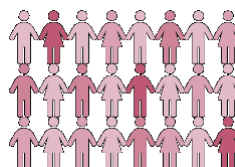
Bishop's Stortford

Status:

Single Academy Trust
(established in 2011)

11-18 Yrs
Age Range

1179
Students
Yr7 to Yr11



227
Students in
Sixth Form



Rated **good** in JUNE 2019

21%
SEND

11%
EAL

13.6%
FSM

12.4%
PUPIL
PREMIUM

JOB DESCRIPTION: Classroom Teacher

The Classroom Teacher will be primarily responsible for **establishing and supporting learning within their classroom across the 11-18 age range.**

Major responsibilities: Quality of Learning

- Check that their lessons are planned in accordance with the schemes of work for each course.
- Be aware of the prior learning and special needs of their students.
- Set high expectations for the achievement of their students.
- Implement the school's policies for marking, assessment, setting, target setting, recording and reporting.
- Aim that progression and continuity are achieved across the key stage and between the key stages, as set out by the schemes of work they are supplied with.

Ethos and Environment

- Deal in the first instance, with behavioural issues in the classroom, seeking support where necessary in line with the school's behaviour management policy.
- Adopt a consistent ethos in line with Birchwood High School's Code of Practice.
- Monitor that the quality of appearance and order of their teaching area is of a high standard.
- Adhere to health and safety procedures.

Staff Development

- Participate in staff development activities
- Take opportunities to develop their own skills and understanding in relation to their role

Whole School (on a voluntary basis)

- Participate in discussions regarding wider school issues, and involvement in working groups where appropriate.

Other Activities

- Promote the general progress and well-being of individual students and of any class assigned.
- Communicate and consult with parents of students.
- Participate in meetings arranged for any of the purposes described above.
- Undertake any other duties as negotiated with the Principal.



PERSON SPECIFICATION: Classroom Teacher

Education & Training	• Qualified Teacher Status (with DfE Number), including Numeracy /Literacy/ICT tests for NQTs after 2002. • First/Second Class Degree. • Willingness to continue to develop own expertise (evidenced through continuing professional development) • Appropriate qualifications, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people.
Teaching Experience	• Strong teaching practice in relation to career-stage • Ability to teach English to KS3 • The ability to plan effective lessons for all students. • An understanding of how to use assessment to inform planning for good teaching and learning. • The ability to differentiate materials to meet the needs of learners within an all-ability setting. • Experience, or the desire, to raise standards of achievement for all students.
Skills, Knowledge and Aptitudes	• Excellent subject knowledge. • Good ICT skills and their application to teaching with subject specialism. • Ability to build good relationships with students and colleagues. • Ability to work with initiative, as an individual and as a team member. • Ability to communicate effectively with different audiences, orally and in writing. • Well organised and able to maintain accurate records. • Awareness of current educational developments. • Ability to reflect on practice.
Personal Qualities	• Hardworking and committed to inclusive education. • A belief in valuing each individual student and responding to their needs. • A commitment to excellence and working in partnership. • A willingness to learn and develop new skills. • Commitment to continuing professional development. • To work proactively within the ethos of the school. • Capacity for working under pressure. • Resilience and a sense of humour. • Reliable with excellent attendance and punctuality.

Completing your application pack

Application Form

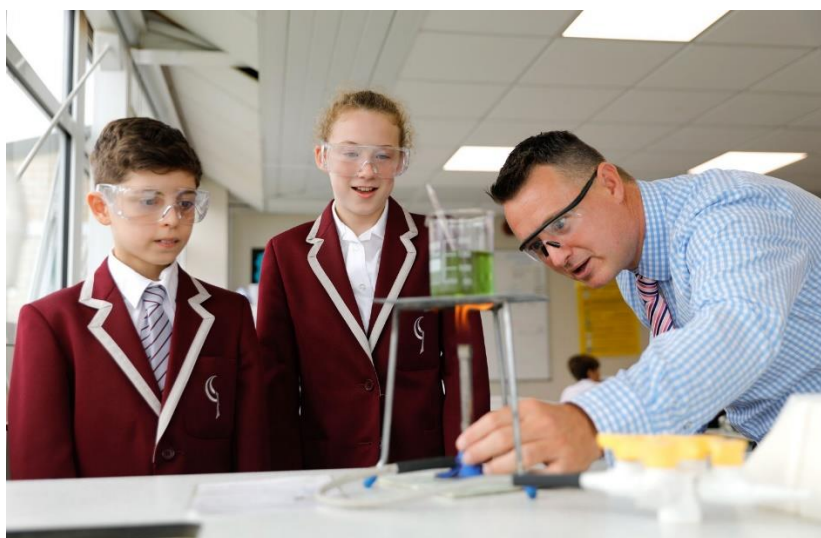
Applicants must apply online via the MyNewTerm website (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed with particular focus on recent training that has helped you develop your skills.

Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One reference will be your current or most recent Headteacher/Principal.



Important Information

Salary:	MPS / UPS Fringe
Start date:	September 2025
Closing date:	Tuesday 22 April 202
Interview dates:	Friday 25 th April 2025

School website link:	birchwoodonline.co.uk
Any questions, call our HR team	01279 655936

Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2023).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.



Birchwood High School
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Hertfordshire CM23 5BD
www.birchwoodonline.co.uk