



# WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Miss Sylvia Tai BA (Hons)

## INFORMATION PACK FOR APPLICANTS

**Name of Post:** Teacher of English & Drama

**Location:** Watford, Hertfordshire

**Closing Date:** Noon 14<sup>th</sup> October

**Interviews:** 22<sup>nd</sup> October tbc)

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Thank you for requesting details of the above post. We are pleased to enclose the following information:

Application form\*  
Department & Person Specification  
Job Description  
Safer Recruitment Policy  
Child Protection Policy

\*Available on website if you have requested an electronic information pack. Please also complete the equalities monitoring survey.

You are welcome to send a copy of your CV however it must be accompanied by a fully completed and signed application form. A CV alone will not be considered. The form can be completed and returned electronically however if this is the case it will need to be signed in person where the applicant is called for interview.

Completed application forms will not be acknowledged. Successful applicants will be notified within two days of the closing date. Applicants who are not called for interview will not be informed that they have been unsuccessful.

Applicants invited for interview will be required to bring with them original copies of relevant qualifications for verification, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

Contact details for Return of Completed Application forms and other enquiries:

Sue Granville  
EA to Headmistress  
HR Manager

[Pa2head@watfordgirls.herts.sch.uk](mailto:Pa2head@watfordgirls.herts.sch.uk)



01923 223403



[admin@watfordgirls.herts.sch.uk](mailto:admin@watfordgirls.herts.sch.uk)



[watfordgrammarschoolforgirls.org.uk](http://watfordgrammarschoolforgirls.org.uk)

Registered in England & Wales Company No: 07348254 Registered name and address as detailed

Watford Grammar School for Girls  
Lady's Close,  
Watford, Hertfordshire  
WD18 0AE

# WATFORD GRAMMAR SCHOOL FOR GIRLS



## **PERSON SPECIFICATION: TEACHER OF ENGLISH AND DRAMA**

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- Good honours degree in English, English Literature or a related subject.
- Excellent classroom teacher with the ability to teach across all Key Stages.
- Ability to teach Drama GCSE.
- Willingness to take a full part in the department's extended curricular activities.
- A commitment to raising achievement and providing challenge in the classroom.
- Articulate and accurate communicator.
- Ability to work as part of a team.
- In sympathy with the aims of the school.
- IT skills and experience of using ICT in teaching.
- Enthusiasm, energy, initiative and a sense of humour.

We can offer you a wide ranging experience and the opportunity to make a significant contribution to the future of the department. While this post is suitable for an excellent NQT, ambitious candidates with the requisite experience may wish to be considered for a post of responsibility within the department.

# Watford Grammar School for Girls

## Job Description: Teaching Staff



**Name:**

**Position:** Teacher of subject

**Department:**

**Salary Scale:** Main Scale / UP

**Contract:** Permanent / Fixed Term  
Full time / 0

### Responsibility:

A Teaching and Learning responsibility point may be awarded for: undertaking sustained additional responsibility to ensure continued delivery of high quality of teaching and learning

There is no Teaching and Learning point attached to this post

### Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our Ethos:

“The Ethos of the school is based firmly on our record of academic success. We encourage all girls to strive for academic excellence. We value hard work, scholarship and reading and believe that these should remain part of each girl’s life as she develops a life-long love of learning. We strongly encourage girls to achieve their highest potential and to participate actively in all areas of school life, such as music, sport, community service and enrichment opportunities. We exhort girls to aim for the highest standards in everything they do and we recognise each girl’s individual talents. We build the confidence, resilience and personal responsibility of the girls by taking every opportunity to develop these in lessons and extra-curricular activities, and by encouraging girls to participate in opportunities that will enrich and enhance their school experience. As a community, we respect our traditions and promote care, consideration, toleration and trust.”

It is the responsibility of every member of staff to ensure at all times the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior Person.

The post holder will take part in an annual Appraisal at which targets will be set and development needs identified. From time to time s/he will review her/ his own methods of teaching and programmes of work and to participate in arrangements for further training and professional development.

### General Responsibilities of this position

As a member of the subject Department, the teacher is directly responsible to the Head of Department, and is individually accountable for:

- the progress of pupils within the subject
- the quality of teaching and learning
- a planned and varied programme of educational experience
- the behaviour and attainment of pupils

To teach subject to all ages and abilities to GCSE, and A Level consonant with qualifications, the specifications of the post, and previous experience.

To teach second subject up to all ages and abilities to GCSE, and A Level consonant with the specifications of the post, and previous experience. \* **delete if not appropriate**

In planning lessons, due regard must be given to the following:

- lessons must have clear objectives and thinking skills should be used;
- pupils must be aware of these objectives;
- lesson content should be appropriate;
- teaching methods should motivate, engage and challenge pupils;
- the timing of the work to ensure syllabus completion;

To work closely with the Head of Department and to contribute to the Department's teaching resources.

To contribute to the setting and marking of internal examinations and to assist in the marking and moderating of assessed work for the external examinations of the courses and subjects taught.

To attend departmental staff and parents' meetings which relate to curriculum matters, organisation, pastoral arrangements and administration of the school.

To assist with the extended curricular activities organised by the Department and the school.

To be responsible for the safety of students in his/her care.

## Upper Pay Scale

*As their careers progress teachers will be expected to extend the depth and breadth of knowledge, skill and understanding that they demonstrate in meeting the standards (Teaching Standards)*

The member of staff applying for or awarded the Upper Pay Scale is expected to demonstrate that they are:

- Highly competent in all elements of the relevant teaching standards
- That their achievements in and contribution to the School are substantial and sustained and they have contributed towards the development of others

## Specific Responsibilities : Title of TLR

The purpose of the role is to be responsible for

The specific responsibilities include:

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## Form Tutors

All teachers are expected to be Form Tutors. This role involves:

- Attending assemblies, daily registration of and spending time with the tutor group, including carrying out general Form administration.
- Knowing and having overall responsibility for each individual in the tutor group.
- Helping each pupil to cope with her difficulties: at times this will demand a disciplinary response, at others advice or a helping hand, or the sharing of experience and ideas.

- Communicating essential information concerning the pupils in the Form group to the Head of Year or the Pastoral Director of the Key Stage.
- Being a 'resource' to other members of staff: the Tutor has first-hand knowledge of pupils which may be valuable to other members of staff.
- Recording essential information for the pupils' personal files and ensuring that this record is kept up-to-date.
- Monitoring progress and to co-ordinating subject reports to parents and to consulting them when necessary.

## Notes

1. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
2. Staff uphold public trust in the teaching profession and Watford Grammar School for Girls and maintain high standards of ethics and behaviour, within and outside school, by:
  - Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their professional position.
  - Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
  - Showing tolerance of and respect for the rights of others
  - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
  - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
  - All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
3. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
4. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with pupils, parents, and visitors to the school.
5. This framework of duties is in addition to the expectation on all teachers to mark work, write reports, prepare lessons, and prepare materials and teaching programmes. Please refer to the Conditions of Employment, (section 3: Teaching, other activities, assessments and reports, educational methods, discipline and health and safety, staff meetings, examinations, administration etc.)
6. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
7. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
8. This job description is not necessarily a comprehensive definition of the post.
9. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
10. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

***Please sign both copies of this job description, keeping one for your files and returning one to EA to Headmistress, within 14 days. If it is not returned within 14 days your acceptance will be presumed.***

Signed:

Sylvia Tai

Date:

Signed:

Post Holder

Date:

Updated 2018