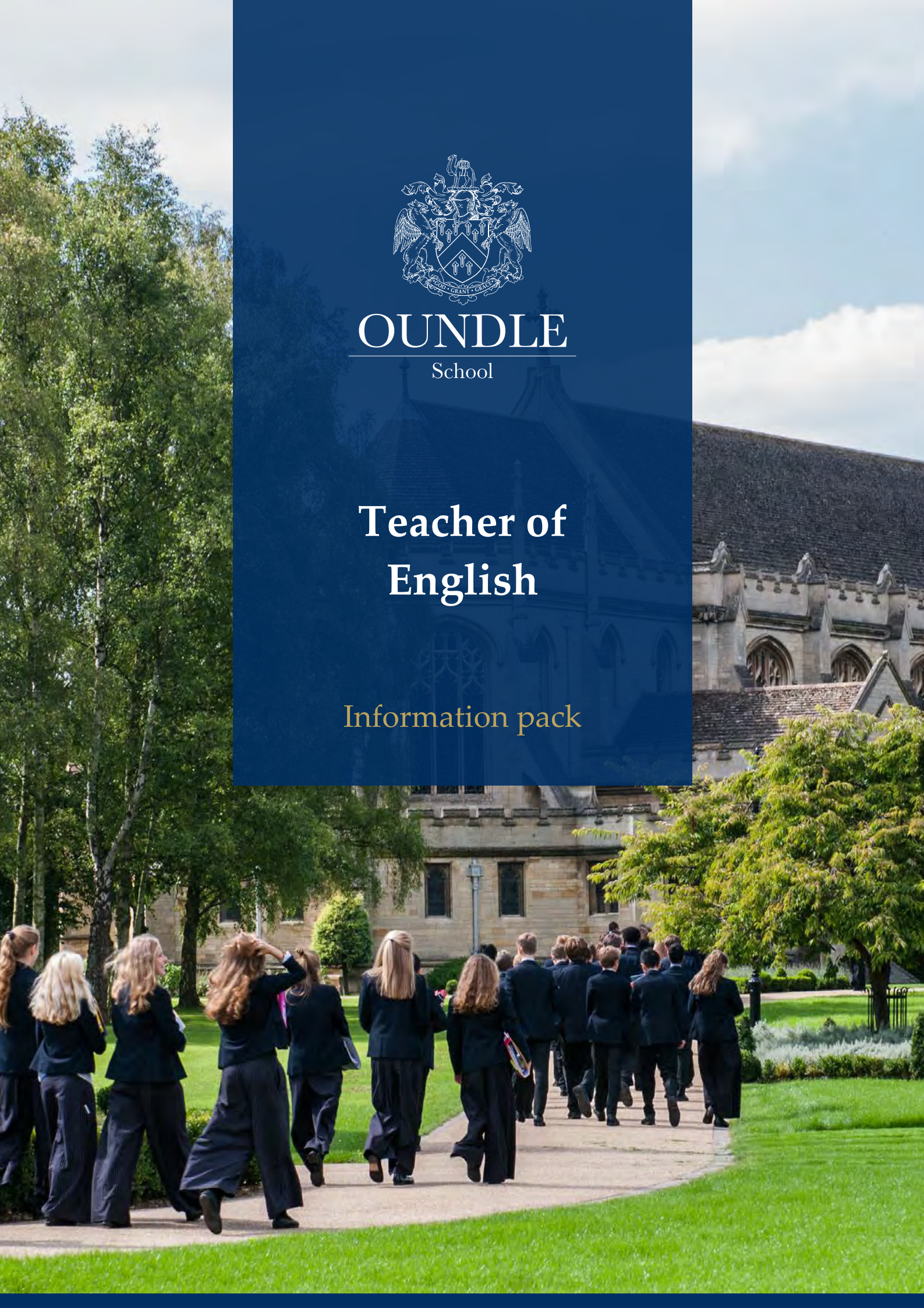




OUNDLÉ  
School

# Teacher of English

Information pack





# Introduction

Thank you for interest in Oundle School. Oundle School has long been associated with the very best of modern independent education, especially boarding education. The individual child is central to our vision.

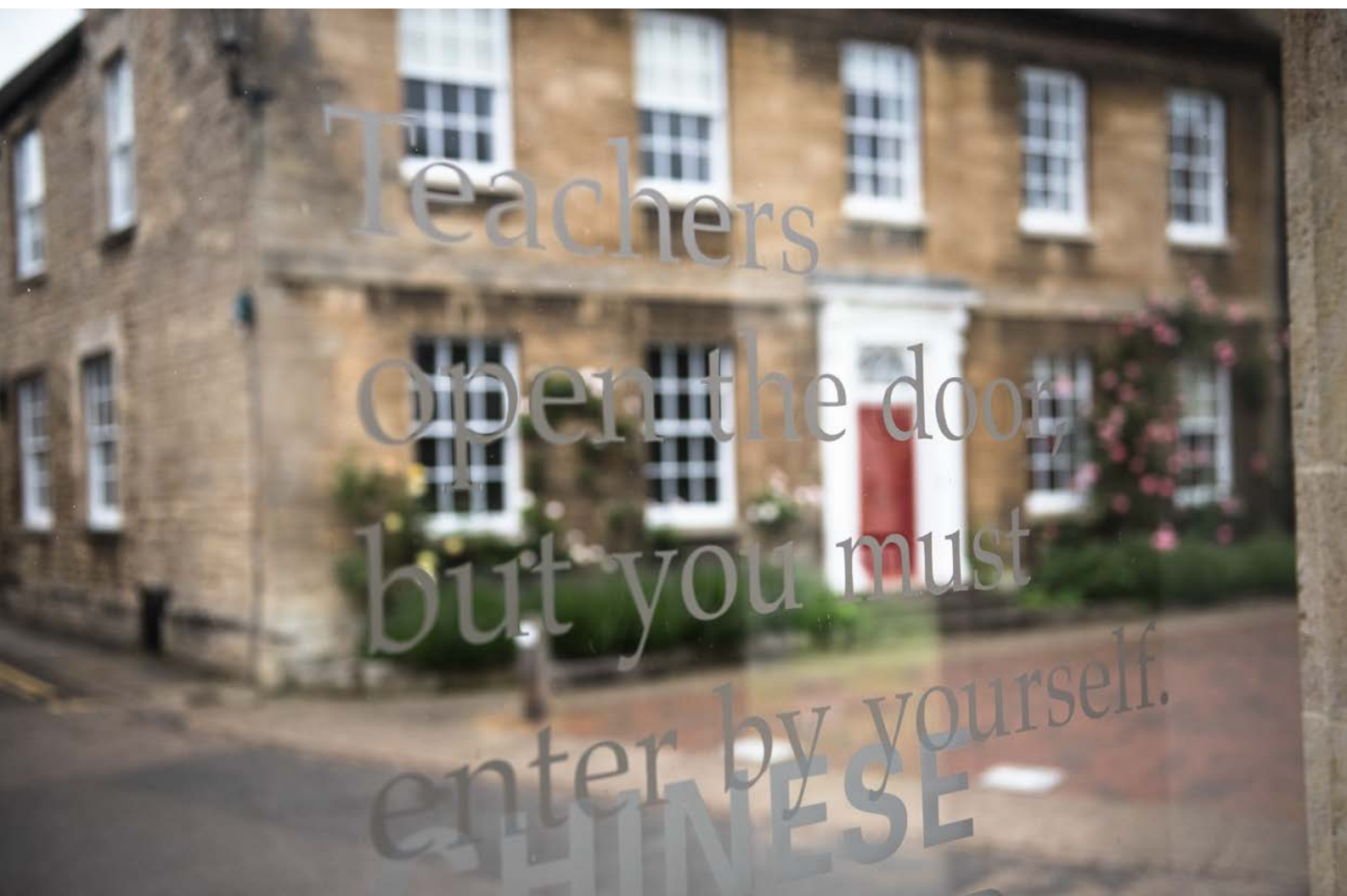
We are fortunate in our location at the heart of a beautiful market town: School and town are part of the same community and our pupils take their place within this community, not isolated from it.

At the heart of the School's education philosophy is the life of the mind, and an understanding of how the individual pupil learns best. The social, intellectual, spiritual and emotional needs of the pupils drive our educational agenda.


Our curriculum equips our pupils to think. We believe in providing a curriculum that is organised by learning rather than by assessment. The curriculum is sufficiently flexible to give all pupils the opportunity to excel.

The curriculum is structured into two distinct but complementary and mutually reinforcing strands. Throughout the curriculum we wish to promote excellence and achievement.

At Oundle, success in public examinations is deemed important as a worthy educational aim. However, non-examined courses and voluntaries form an important part of the curriculum. We aim to teach beyond the prescribed curriculum thereby broadening the intellectual horizons of our pupils.







**Oundle School** is one of the country's leading co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 250 day pupils attend Laxton Junior School.

Oundle School enjoys a strong reputation for academic excellence as the core of an all-round education and supported by outstanding pastoral care. Developments over recent years have sought among other things to support the love of learning in all pupils by developing the non-examined curriculum.

Departments follow GCSE, IGCSE, A level or Pre-U courses. In the past five years, 60% of all Upper Sixth results have been graded at A\*/A or equivalent; at GCSE, 86% of all grades have been graded A\*/A. The School has a strong tradition of pupils' securing places at Cambridge or Oxford, with over 20 leavers on average going on to study at one of the universities each year.

All members of the academic staff contribute to the School's extensive co-curricular provision and are expected to participate fully in the boarding-school life — this will encompass some evening and weekend duties.



## English

### *To start in September 2019*

we are seeking an exceptional **Teacher of English** who is able to develop and inspire our pupils, and who wishes to participate in and contribute to the life of the School as a whole. In return the School is committed to helping you develop further as a teacher by supporting you with appropriate professional development.

English at Oundle is taught by a team of ten full-time subject specialists, each with their own particular literary interests and enthusiasms. All staff teach across the full age range, and many contribute to the programme of extension classes offered to pupils who are applying for English at university. Staff enjoy considerable freedom to teach what they want to each year group within and beyond the different schemes of work and syllabuses. The atmosphere in the department is companionable, co-operative and good-humoured: staff are keen to help where they can and generously share ideas and resources.

In Years 7, 8 and 9, pupils study a range of texts in poetry, prose and drama (including at least one Shakespeare play in Year 8 and in Year 9) and learn to write confidently and accurately in different styles and for different purposes. In Years 10 and 11, pupils study for Edexcel IGCSEs in English Language and English Literature. Both qualifications introduce them to a wide range of texts and encourage important skills in close reading, reasoned argument and careful writing.

English is a popular subject in the Sixth Form, with around fifty pupils studying it each year. Sixth Form pupils study the Cambridge Pre-U in Literature in English, where they encounter literature from the medieval period to the modern day through set texts and unseen material. A coursework unit enables pupils to explore four texts or authors of their own choosing. Around ten

pupils each year choose to study English at university, including at Oxford and Cambridge.

The department's results in public examinations have been very strong. Last summer, 93% of pupils achieved 7, 8 and 9 grades at IGCSE (42% 9, 34% 8, 17% 7) and 56% of pupils achieved a Distinction level at Pre-U. Pupils also frequently enter a number of local and national writing competitions where they are very successful.

The department organises an exciting programme of co-curricular activities, which includes visits to the theatre, residential trips to places of literary interest, essay competitions and an annual creative writing magazine which showcases the best of the pupils' talent. An active and popular English Society arranges talks from visiting writers and academics (recently Dame Gillian Beer and poet Andrew McMillan) and runs a pupil-led book group. The department works closely with the School library, which contains a huge number of primary texts and critical material; the library also subscribes to various online literary journals and periodicals. The department has close ties to the Oundle Festival of Literature.

The English department is housed in a former 18th-century coaching inn, just off the town's market place. Classrooms are large and bright and each one is equipped with a data projector, a desktop computer and access to the School WiFi network. There are also three seminar rooms, a computer suite and a dance and drama studio.

## How to apply

To apply for this position, you will need to complete an application form, which can be downloaded by following [this link](#).

Applicants must also complete the [supplement to the application form](#).

Completed applications should be sent to [recruitment@oundleschool.org.uk](mailto:recruitment@oundleschool.org.uk).

*Please note that only fully completed application forms with supplements will be considered. CVs and covering letters will not be included in the short-listing process.*

## Short-listing

Applications will be assessed based on the information provided on the application form; only those best fulfilling the criteria for the role and the person specification will be short-listed.

Subject to the number of applications, short-listing may take place before the deadline for applications has passed. If you have not heard from us within two weeks of the closing date, you can assume that your application is not being progressed on this occasion.

## Interview

Short-listed candidates will be interviewed by the Head, the Deputy Head, the Deputy Head Academic and other members of the School management team. Candidates will be asked to teach a sample lesson of 40 minutes. They will also be given a tour of the School, and there will be a chance to meet members of the department informally over at lunch.

## Sample lesson

Candidates invited to interview in person will be expected to prepare and deliver a sample lesson of 40 minutes, which will be observed by a Head of Department or senior member of staff. Details of the material to be covered will be sent in advance.

Candidates are advised to avoid trying to cover too much in the lesson, but to have enough material to fill the time available: pupils will expect and should be asked to be involved in a range of different tasks that challenge them.



## Job purpose

You will be required to carry out the general professional duties of a school teacher under the reasonable direction of the Head and to perform such particular duties that from time to time which may reasonably be assigned him/her by the Head. You will teach 52 periods per fortnight<sup>1</sup> throughout the School.

You will be a dynamic and committed classroom teacher who is not only a highly competent teacher but who is also able to contribute your own particular strengths and skills to the future development of the department, and participate in and contribute to the life of the school as a whole.

## Duties and responsibilities

You will be required to perform the following professional duties that form part of the teacher's role within the School. The School operates as a full boarding School, Monday to Sunday. Whilst teachers are not expected to work seven days a week, there is an expectation that their involvement in the pastoral and extra-curricular life of the School is full and varied. Generally, the role of a teacher involves two thirds teaching, and the remaining time split between tutoring and extra-curricular activities. Where possible, your interests and experience will be matched with your commitments.

### *Teaching*

- Ensure that lessons are planned in appropriate detail and are prepared and delivered in accordance with the departmental scheme of work and regulatory standards
- Teach, according to pupils' educational needs, including the setting and marking of work to be carried out by the pupils in School and elsewhere (homework)
- Assess, record and report on the development, progress and attainment of pupils in order to ensure pupils fulfil their potential
- In each case, take regard of Oundle School's curriculum and policies reinforcing the need for high expectations which inspire, motivate and challenge pupils
- Assist with the display and publishing displays of pupils' work
- Use ICT as an effective tool to aid teaching and other classroom resources as appropriate
- Assist with departmental *Voluntaries* ("Vols"), Academic Surgeries, PSHE & study skills sessions, revision sessions, and other initiatives

### *Assessment & Reports*

- Mark and give frequent and regular feedback on pupil work, and keep appropriate records
- Provide written reports and internal comments relating to individual pupils
- Communicate with Heads of Department, Hsm and tutor about the progress of individual pupils, as necessary
- Attend Parents' Receptions

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<sup>1</sup> A review of the School day is currently taking place, which may lead to an adjustment of this figure. The confirmed number will be commensurate with that of a full-time member of the teaching staff.



## *Continuing Professional Development*

- Attend staff meetings, briefings, INSET and courses, as required, sharing information with colleagues as appropriate to encourage development of all

## *School Support*

- Assist with cover by taking other classes as and when required (*e.g.* staff illness) and by being available for exam invigilation
- Carry out a share of supervision duties in accordance with published rotas
- Attend staff briefings and all whole-School staff meetings
- Check School e-mail account on a frequent and regular basis, replying to colleagues as appropriate
- Manage the behaviour of pupils effectively at all times

## *Pastoral Care*

As with all members of the academic staff the post-holder will act as a tutor to a boarding or day House, under the direction of a Housemaster or Housemistress (Hsm). The post-holder will be expected to undertake the following aspects.

- Promote the general progress and well-being of individual pupils and any class or group, ensuring consistent feedback is given, which guides pupils
- Tutor a group of pupils, providing them with guidance and advice on educational and social matters, monitoring their welfare and making relevant records and reports in accordance with the School policies
- Communicate and consult effectively with parents of pupils and tutees, as and when necessary, regarding pupils' achievement and wellbeing
- Undertake a weekly duty night in a boarding House, or the equivalent in a day house
- Attend Tutorial lunches (Monday and Friday) and maintain continued, regular contact with tutees
- Support House events wherever possible

## *Curricular/Co-curricular Activities*

- The post-holder will be expected to contribute to the co-curricular life of the School as appropriate. A typical expectation is involvement on a Wednesday afternoon with Community Action or CCF and two terms of sports coaching, plus opportunities to accompany School trips both in and out of term time.

<p><b>These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.</b></p>
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Every job description in the organisation will be subject to a review:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within 12 months of appointment.

It is the shared responsibility of the post holder and the Head to ensure that job description is kept up to date.

# Person specification

All teachers are expected to demonstrate consistently high standards of professional and personal conduct, maintaining high standards of ethics and behaviours both in and outside Oundle School, having proper and professional regard for the ethos, policies and practices of the School. All teachers are required to act within the statutory frameworks which set out their professional duties and responsibilities.

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Qualified to graduate level with a good degree in a relevant subject	✓	
Post-graduate qualification		✓

Specialist skills & experience	Essential	Desirable
Able to demonstrate a genuine interest in teaching, with strong subject knowledge	✓	
Proven track record as an outstanding teacher		✓
A desire and ability to work effectively with children/young people	✓	
Experience of working with young people in some capacity		✓
Experience of tutoring and contributing to extra-curricular activities		✓
Well developed communication and presentation skills	✓	
Ability to make use of appropriate data to analyse the performance of pupils and set targets		✓
Competent in the use of ICT	✓	

Personal qualities	Essential	Desirable
Enthusiasm for subject and continuing professional development	✓	
Ability to motivate and inspire others to achieve	✓	
Ability to build positive professional relationships at all levels	✓	
Excellent judgement and decision making skills	✓	
Organised, punctual and efficient in organising workload and managing time effectively	✓	
Willingness to play a full part in the extra-curricular life of the School	✓	
Awareness of Safeguarding/Child Protection regulations and practices	✓	
Proven experience of working within a School environment and maintaining Safeguarding and Child Protection standards		✓
Appreciation and reinforcement of the need for diversity; respect for British values (as defined under Prevent Duty)	✓	



## THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

This post is subject to a ten-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related teaching and/or duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate safeguarding checks including an enhanced disclosure check by the Disclosure and Barring Service.

All staff are required to provide evidence of identity, entitlement to work in the United Kingdom, and of qualifications declared on the application form.

Salary:	According to the appropriate point on the School's salary scale
Start date:	September 2019, with an induction in the last week of August (which is part of the contractual requirements)
Hours of Duty:	<p>During Term time, you are expected to work the hours required to fulfil the requirements of the role — this will involve Saturdays each week and some evening and Sunday work. Work expectations during School holiday periods are around School trips, Exeats, exam results and any training days.</p> <p>Generally, the role of a teacher involves two thirds teaching and the remaining time being split between Pastoral and Extra Curricular activities.</p>
Working weeks:	Term time is approximately 33 weeks per year.
Holidays:	All holidays must be taken during Oundle School holiday periods, not during Term time or when requested to attend a School trip during a holiday period, or if required to participate in School business at the request of the Head. There is a requirement to work any Bank Holiday when the School is in session (currently the first May day).

**Closing date: Friday 1 February (9 am)**

**Interview date: Monday 11 February**

Completed application forms should be returned to:

Vania Murphy, Recruitment Co-ordinator, The Bursary, Church Street, Oundle PE8 4EE  
e-mail: [recruitment@oundleschool.org.uk](mailto:recruitment@oundleschool.org.uk) tel: 01832 277193

Queries relating to the specifics of the role should be directed to:

Hilary Teague, PA to the Deputy Head Academic  
e-mail: [hjt@oundleschool.org.uk](mailto:hjt@oundleschool.org.uk) tel: 01832 277112

# Why teach at Oundle?

## Benefits

Life at Oundle is busy and demanding, but immensely rewarding. The School has high expectations of all members of its community, so looks to afford its staff with a positive range of benefits.

- The teaching role requires regular commitment to activities and events at the weekends and in the evenings, but comes with generous holiday entitlement.
- The School has a generous pay scale: salary which will be discussed on appointment. Teaching staff are enrolled in the Teachers' Pension Scheme, to which the School contributes. For those moving to the area, accommodation may be available at a discounted rate.
- The School operates a successful and well recognised professional development scheme, which all colleagues have access to and are encouraged to make use of.
- Additional benefits available to teaching staff include free school meals whilst working at the School, access to the School library and sports & fitness facilities (including swimming pool and on-site gym). The Microsoft Schools Agreement enables staff to purchase a copy of Microsoft Office for home use at a significant discount.
- There is free on-site parking for those driving into work. The School also participates in the national *Cycle to Work* scheme.
- There is an extensive induction programme for all staff joining the school, with components tailored to individual requirements, such as for those new to the teaching profession.





### Laxton Junior School

Laxton Junior School is an integral part of The Corporation of Oundle School. It is a modern, purpose-built school, designed specifically to provide a first-rate education to around 260 children, aged of 4 to 11.

The School is located within several acres of beautiful green-land in Oundle, benefiting from its own sport pitches and facilities, and also making the most of its links with Oundle School, including access to its extensive amenities.

The majority of Form Six children at Laxton Junior School register for Oundle School and receive offers based on assessment data captured throughout their time at LJS. Children who join LJS in Years 5 or 6 are required to take the Oundle School entry tests as part of the admissions process.

### The town

Oundle is a historic market town in Northamptonshire, famous for its beautiful Georgian streets and impressive limestone buildings. The town has a spirited cultural life, with an annual international festival, literature festival, and frequent performances of nationally touring shows at the School's Stahl theatre. The town has a range of independent shops, coffee houses, pubs and eateries. Encircled by the river Nene, the town is also blessed to be surrounded by beautiful countryside with many picturesque villages nearby.

### Location

Oundle lies fifteen miles south-west of Peterborough, where there is a direct 45-minute rail service to London King's Cross. The station also has frequent services to York (1h15), Newcastle (2h15) and Edinburgh (3h45).

The town is only eight miles from the A1 and five miles from the A14, making it easily accessible from all of the UK road networks.

All the major UK airports are within easy reach of Oundle, with most journey times lying within 80 to 120 minutes.





[www.oundleschool.org.uk](http://www.oundleschool.org.uk)