

# APPLICATION PACK

**English TLR2b – Responsible for Leading  
KS4 English  
Permanent – Full Time**



**St Peter's**  
Church of England  
Aided School

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ST PETER'S  
CHURCH OF ENGLAND  
AIDED SCHOOL

Dear Candidate

**English TLR2b – Responsible for Leading KS4 English**

Thank you for taking the time to consider this role. We are seeking an enthusiastic and innovative English Teacher to lead KS4 and join the highly successful English Department at St Peter's. This is a full-time permanent post from September 2019. The role will involve working closely with the Subject Learning Leader and English team and other TLR holders in all aspects of KS4 English Language and Literature. The successful candidate will need to teach both English Language and English Literature across KS3 and 4. I trust that the accompanying information will encourage you to make an informed choice about applying to work at St Peter's.

I welcome visits and telephone conversations from prospective candidates; please supply contact information by emailing [vacancies@spexe.org](mailto:vacancies@spexe.org) to arrange a tour or phone call. I will be very happy to take all of your questions, show you around and meet our staff and students. A frequent compliment made by visitors is what a calm and purposeful environment for learning St Peter's provides.

In a recent staff survey 100% of staff said they were proud to work at St Peter's.

I believe that this is because of a wide range of factors:

- Our students are polite and eager to learn
- Our GCSE performance has been positive for the last 4 years and significantly positive for 3 years when compared to national expectations
- Our recent pilot SIAMS inspection judged the school as being the top grade of “**excellent**”
- We are Ofsted ‘Good with outstanding features’
- We are a principles led organisation
- We are not an exams factory
- We focus on character development as well as qualifications
- We are one of the most improved schools in the country
- We feature in the Real Schools Guide
- Our work on Character education is recognised nationally
- Staff View provides genuine opportunities for all teaching and support staff to lead on any aspect of school improvement. In the past Staff View brought about significant changes to a reduction in data drops, performance management and appraisal, behaviour and rewards policy and smarter calendared deadlines
- We take training seriously, investing in staff on national qualifications, regional, local and internal opportunities to develop staff

Headteacher: Phil Randall

Quarry Lane, Exeter EX2 5AP

Telephone: 01392 204764 Fax: 01392 204763

[school@spexe.org](mailto:school@spexe.org) [www.spexe.org](http://www.spexe.org)



- All students are encouraged to take part in enrichment residentials. These range from adventures in the UK, Europe and Malawi
- We have an on-site gym
- We have regular staff socials
- We provide ICT equipment
- We offer a cycle to work scheme
- We have a library for staff to use
- We have staff sport on Fridays
- Many staff are also parents of students at St Peter's

St Peter's is placed a few minutes commute from the M5 junction in Exeter, Devon. Unusually we have plenty of on-site parking and are also easily accessed by trains and buses.

Exeter itself is a beautiful Cathedral city, only 30 minutes from the coast and Dartmoor National Park. There is therefore plenty on offer if you enjoy an outdoor lifestyle. Exeter also boasts one of the top Rugby teams in the Premiership, Exeter Chiefs as well as football league side Exeter City, several theatres and cinemas, restaurants and public houses with fine reputations.

St Peter's is an oversubscribed school known for its reputation as a high performing school and nationally recognised for our approaches to character education.

As a school our teaching and learning strategies are founded on the best evidenced based research available. We seek to continually invest in staff training and improve our understanding and delivery of learning.

At St Peter's, we believe that all young people deserve the opportunity to be the best they can be. We are looking to appoint a Leader of KS4 English to work within a team of motivated and committed staff within the English Department.

Do take a look at our Principles of HOPE brochure and our website to get more of a flavour of life at St Peter's, but of course there's nothing quite like visiting us in person as a way of supporting your thinking and application.

Yours faithfully



Phil Randall

**Headteacher**

Phil Randall  
Headteacher  
St Peter's Church of England Aided School  
Quarry Lane  
Exeter  
EX2 5AP

07/03/18

Dear Mr Randall

I am writing to thank you, your staff and your pupils for being part of the pilot process for the new SIAMS inspection schedule. It has been a very useful process for us and has helped us develop our thinking as we seek to make the SIAMS inspection process a more effective one.

I hope that the experience was helpful to your school community and will be beneficial to you as you develop St Peter's school as a church school. I would like to congratulate you on the very positive outcome of the pilot inspection.

It was good to read that the pilot inspector considered that the Christian vision is brought to life through the 'character compass' and permeates all areas of school life, so pupils are developing as confident, aspirational and well-rounded citizens. To read about the inspirational leadership of the headteacher, lay chaplain and governing body that has given direction and impetus to the school. Also, that collective worship has a very significant impact upon pupils, making them think, reflect and then wish to act in the service of all.

It was particularly pleasing to know that academic outcomes have continued to improve over the past three years. Pupils attain more highly than pupils nationally. From their starting points, they make very good progress by the time they leave in Year 11. Last year, all pupils who left went into further education, employment or training. The support and help given to disadvantaged pupils is shown by the fact that they attained better than pupils nationally in English and Mathematics at GCSE. The school, is however not complacent and constantly seeks improvement.

The pilot inspector found that the pupils and school place a high tariff on equality and tolerance. The pupils report that there is very little bullying of any kind and all are aware of its potential for harm. Any which occurs is dealt with quickly and effectively. Pupils say they can talk to any member of staff, not just teachers, and they will receive help. St. Peter's is a place where all members of the school community, whatever their background, disability, ethnicity, gender, identity, nationality, religion or sexual orientation are treated with dignity and respect as people created in the image of God. Tolerance for others is the by-word of the pupils and they are adamant that no-one is treated differently or forced to say anything they do not wish to. 'You are allowed to be yourself'. The recent recruitment of Dignity Ambassadors from pupils and the involvement with the Stonewall charity are indications that the school takes this issue very seriously.

[www.churchofengland.org/education](http://www.churchofengland.org/education)

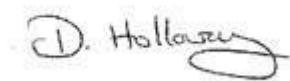
The pilot inspector considered that St Peter's school would be graded as an Excellent church school under the new schedule with collective worship also being Excellent and religious education being Good.

The pilot inspector suggested that the following would be areas to develop and I hope these will be helpful to the school in the future.

- Ensure that in quiet time there is sufficient space and time allocated for pupils to reflect spiritually.
- Develop more opportunities for sharing good practice and moderation within the religious education department.
- Monitor the development of the mental-health and wellbeing space and the work of the Dignity Ambassadors.

Once again may I thank you for being part of this process, you have made a significant contribution to the development of church school inspection.

Best wishes for the future



Derek Holloway

**School Character and SIAMS Development Manager**

**The Church of England Education Office**

**Church House, Great Smith Street, London SW1P 3AZ**

[www.churchofengland.org/education](http://www.churchofengland.org/education)

The National Society (Church of England and Church in Wales) for Promoting Education – operating as The Church of England Education Office

Church House Great Smith Street London SW1P 3AZ

T: 020 7898 1000 Charity No: 313070



## Vision and Mission Statements

### Vision Statement – what we **aspire** to be:

*Life to the full for everyone*

Developing character and bringing HOPE through wisdom, courage, compassion, and community.

**Mission statement – what we actually do:** Our passion for educating the whole character is supported by our **Principles of HOPE**.

We aspire to enable every member of St Peter's to be able to say, *"People believe the best of me here. I am safe. I take considered risks in order to learn and grow. I bring the best of me to St Peter's and serve others to live the best life they can too."*

Our **Principles of HOPE** are the means by which we achieve our vision. These are inspired by educational research and the Christian understanding of hope which is 'confident expectation' and 'firm assurance'.

This means that we aim to provide **HOPE** to everyone in every situation. **Our Principles of HOPE** are embedded into our daily life and our long term aims so we enable all to live *'life to the full'* and become the best well-rounded characters they can.

#### **Principles of HOPE:**

**H**abits for Character

**O**pportunities for all

**P**ersonal responsibility

**E**xcellence

#### **Habits for Character**

Every day we aim to develop the whole character of every member of our community. **The St Peter's Character Compass** describes the **habits for character that support excellence in learning and** positive character development in all contexts. Using **habits for character** helps everyone to be the best they can be through:

**H1** Performance and progress of Learning and Teaching

**H2** Responding positively to high quality feedback

#### **Opportunities for all**

Every day, we provide targeted, ambitious, planned and flexible **opportunities for** everyone to be the best they can be through:

**O1** Curriculum and extra-curricular provision

**O2** Leadership opportunities

#### **Personal Responsibility**

Every day, everyone takes **personal responsibility** to:

**P1** Create an environment in which everyone can live life to the full

**P2** Work positively with all stakeholders and external organisations.

#### **Excellence**

Every day, everyone contributes **excellence** in learning and behaviour in order to create a safe and inspiring learning environment. To do this we:-

**E1** Communicate respectfully and clearly in a timely way

**E2** Provide systems and partnerships that focus upon enabling **excellence**.



# English TLR 2B: Responsible for Leading KS4 English

**Permanent Full-Time**



**Closing Date:** 9.00am, Monday 1<sup>st</sup> April 2019

**Interviews:** TBC

## Required from September 2019

We are seeking an enthusiastic and innovative English Teacher to lead KS4 and join the highly successful English Department at St Peter's. This is a full-time permanent post from September 2019. The role will involve working closely with the Subject Learning Leader and English team and other TLR holders in all aspects of KS4 English Language and Literature. The successful candidate will need to teach both English Language and English Literature across KS3 and 4.

We are a dynamic and interesting team, with a history of excellent results, who share ideas and resources and support one another. If you are committed to ensuring all students make progress in English, have outstanding leadership skills, are able to see things in innovative and exciting ways, work efficiently and effectively to ensure improvement and are passionate about teaching engaging lessons, then we would welcome your application.

### The Key responsibilities

- Make arrangements for KS4 impact days and mock exam practices, including sorting resources, arranging groupings, arranging staffing
- Organise and lead / jointly lead standardisation and moderation for each component of KS4 curriculum
- Ensure exam entries and Spoken Endorsement processes all completed correctly for current Yr 11, including getting exam entries sheets signed and checked by the department
- Arrange recording schedule for current Yr 10 spoken language endorsement and cover, moderate and send off spoken language sample, ensuring each entry is secure in its grading, labelled correctly and in the correct format
- Take responsibility for some KS4 with data analysis (KOSPS) in order to plan and put in place intervention and strategies to support key groups.
- Lead the appraisal process for a number of the English team, including reviewing targets, completing mid-term reviews and completing observations (supported as necessary)
- Help organise literary trips and author visits, prioritising key groups where appropriate, including helping co-ordinating Carnegie and working with BSLF

### Shared responsibilities

- Help with Department Review
- Work with SLL to make decisions about exams and specifications
- Work with SLL and KS3 Lead on curriculum design, including KS3
- Help ensure cover is arranged for any absent teachers and support any supply / cover teacher within the department
- Order books / resources as necessary, with approval from SLL, and help with ordering / distribution of revision guides
- Jointly organise revision sessions for Year 11 beginning January, including mapping each session, sorting staffing and advertising sessions to students and parents.
- With SLL and KS3 Lead to take department by providing resources and schemes where necessary and ensuring resources are shared across the department
- With SLL support team in all aspects of teaching and behaviour
- Jointly help with AQ process
- Help arrange and lead CPD within the department
- Ensure all necessary resources, including practice papers and PACs are available and photocopied for KS4
- Support with any visitors to the department, including arranging timetables and ensuring safeguarding is in place
- Help support the department as required throughout the year

We are looking to appoint someone with the availability to teach from September 2019.

As a Church of England Aided School, in cases of equal merit preference will be given to candidates who are in sympathy with the foundation. The school is committed to promoting and safeguarding the welfare of its students.

A willingness and ability to offer time and energy to our extra-curricular offer which we believe will add significant value to our character based approaches to education, including D of E and our Combined Cadet Force (CCF) will be taken into consideration for applications.





# St Peter's Church of England Aided School, Exeter

## JOB DESCRIPTION

Post: English TLR2b – Responsible for Leading KS4 English

Scale: Teacher Pay Scale

Responsible to: Subject Learning Leader

1. This document is not a comprehensive nor exhaustive definition of the post. It may be modified or amended at any time after consultation with the postholder, within the terms and conditions laid down in the School Teachers' Pay and Conditions Document (STPCD). The document does not allocate a particular amount of time to any of the duties described. The postholder must use Directed Time in accordance with the school's published time budget policy, whilst having regard to the relevant clause (67.7 in 2004) of the STPCD.

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2. **Key tasks** of the post in respect of relevant individual categories of duty in the relevant paragraphs (63-67 in 2004) of the STPCD are:
  - a) to plan and teach lessons, within timetable requirements, which motivate students and create a focused, effective learning environment
  - b) to assess, record and report student attainment within school and national requirements
  - c) to tutor within school requirements
3. **General duties** by:  
carrying out a share of supervisory duties in accordance with published schedules.
4. **Other duties:** to carry out other duties as reasonably requested by the Headteacher.