Twickenham School

Richmond West Schools Trust
Twickenham School
Percy Road
TW2 6JW

October 2017

Dear Applicant

Twickenham School
English Teacher
Scale MPS – UPS (TLR will be payable to the right candidate)

Thank you for your interest in the above post based at Twickenham School. This pack includes the job description and person specification as well as information about the school and the department. We will use the person specification as the basis for selection for interview. We welcome applications from newly qualified and experienced classroom teachers.

I hope you will decide to apply. Please submit your application form addressed to the Headteacher, Ms Assal Ruse by e-mail to: jobs@twickenhamschool.org.uk. In case of difficulty downloading the application form or information pack, please send an email to jobs@twickenhamschool.org.uk.

Closing date: Thursday 19 October 12 noon

Interview: Monday 30th October

The Richmond West Schools Trust is committed to safeguarding and promoting the welfare of students; we expect all staff to share this commitment and an enhanced DBS disclosure will be sought.

If you would like to visit the school for a tour and informal discussion please contact the HR Manager on 020 8894 4503 or email to jobs@twickenhamschool.org.uk.

May I wish you every success and thank you for the time and effort I know you will put in to your application.

Yours sincerely
Assal Ruse
Headteacher

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PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM:

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email.
- Please include everything you wish the panel to consider on the form rather than in any separate document or covering email.
- **Only applications submitted on the school's application form will be considered.**
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by email.
- Please submit your application form by 12 noon on the closing date to:-

Jobs@twickenhamschool.org.uk

You will be asked to sign a hard copy of your application form at interview. At the interview day we will require you to bring photo ID and the original certificates for GCSE, A Level, University Degree and QTS if appropriate.

Twickenham School is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.

We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.

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JOB PROFILE – TEACHER OF ENGLISH – MPS – UPS (TLR will be payable to the right candidate)

KEY ACCOUNTABILITIES	KEY TASKS
Accountable for the delivery of the specified curriculum	• To prepare appropriate material in order to deliver the curriculum effectively, using a variety of styles and approaches, with regard of the individual students up to KS4 • To contribute to the development of schemes of work • To implement relevant school policies in relation to the subject • To mark work using assessment for learning techniques so that students make progress
Accountable for maintaining a well-managed classroom	• To have regard for the safety of students in line with the school's Health & Safety policy and routines, such as fire drill • To maintain firm but clear discipline using the school behaviour policy • To ensure that the learning environment is stimulating through the display of students' work and other appropriate materials
Accountable for keeping records on individual students	• To keep a register of attendance at each lesson and to follow up non-attendance and lateness • To set and mark homework in line with the school's policy • To contribute to the school's assessment policy through the completing of grade sheets, student profiles, regular marking, attendance at Parent's Consultation meetings and any other reports necessary
Accountable for Health & Safety and safeguarding of students	• To contribute to the safeguarding of students and to child protection using the procedures outlined in school policies • To ensure that the Health & Safety policy and Risk Assessments are followed
Accountable for having a professional commitment to teaching and their own professional development	• To attend regularly and punctually • To update subject knowledge through external and school based training • To contribute to own professional development through performance review/observation • To attend school meetings as required

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PERSON SPECIFICATION – TEACHER OF ENGLISH (TLR will be payable to the right candidate)

	ESSENTIAL	DESIRABLE
EXPERIENCE	• Experience as a class room teacher (either in another position or as part of their training) in a mainstream secondary school • An excellent classroom practitioner • Understands how and believes they can improve student outcomes • Excellent understanding of assessment processes and how to use these to support planning and raise student achievement • Experience of working with other teachers and supporting professionals to extend their understanding of educational issues • Ability to lead own professional development	• Experience of classroom observations and feedback • Ability to offer another subject • Ability to lead an extra-curricular activity
Education & Qualifications	• Good degree and teaching qualification • Qualified teacher status • Evidence of professional development relevant to the role	• Ambition to lead
Knowledge & Skills	• Knowledge of current curriculum development in their subject • Knowledge of a wide range of pedagogic approaches to cater for different learning styles and ensure that all students are engaged • Sound understanding of personalising the educational experience for students • To be able to effectively interpret, analyse and use data • Excellent interpersonal and communication skills (including written, oral and presentation) • Excellent organisational skills • Preparedness to challenge under performance	• Coaching and mentoring skills • Interesting in developing own coaching skills
Attributes	• Shared vision • Passionate about securing the very best outcomes for every child • Belief in the ability of every individual to achieve benchmarks • Energetic, resilient and empathetic • Ability to form learning-centred relationships with other professionals • Awareness of own needs for development • Ability to act as role model • Understand the importance of securing own well being	• A mindful individual

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School Information

At Twickenham School our mission is for all our students and staff to feel safe, valued and achieve their aspirations through high standards of teaching, learning and leadership.

Our Vision

- Students to be confident, successful and lifelong learners
- Students to develop creativity, resourcefulness and resilience
- The school to be driven and united towards continuous self and school improvement
- The school to attract, nurture and retain high quality staff
- Students, staff and parents to be proud to contribute positively to the school and the wider community.

Our Values

- Integrity
- Perseverance
- Dedication
- Empathy
- Responsibility

Student Care

Twickenham School prides itself that positive and respectful relationships are at the heart of the school. It is fundamental to the ethos of the school that every child is known and valued. We understand that every child has individual needs and that those needs may vary from day to day.

With this in mind, we have a support structure to provide students with the care and nurture they need.

Each child is a member of a tutor group made up of students from their year group. The tutor acts as both advocate and mentor.

The Year team consists of a range of expertise, including:

- Head of Year
- Special Educational Needs Co-ordinator
- Teaching assistants
- Child protection officer

Additional external professionals are brought into school, or are referred to, via the SEND department as appropriate.

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Curriculum

The curriculum provision at Twickenham School is broad, balanced and fully inclusive. There is an emphasis on promoting strength and success in traditional academic subjects, but this is balanced with a desire to foster variety and personalisation in our provision.

The curriculum is constantly reviewed and developed to not only meet the needs and strengths of our students, but to provide rich opportunities for them to develop a range of skills and enjoy memorable experiences