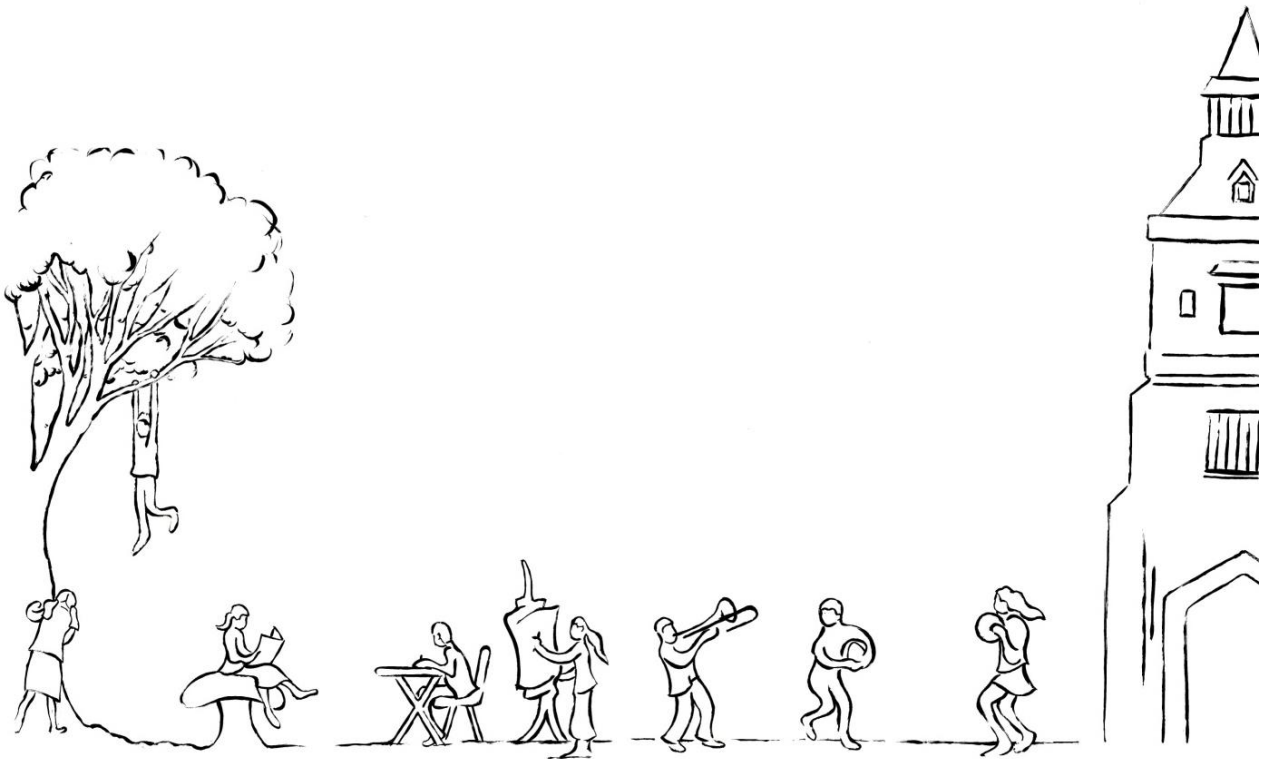


APPOINTMENT FOR HEAD OF EAL

Applications will be considered as they are received.

Bilton Grange School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



APPOINTMENT FOR HEAD OF EAL

Bilton Grange is a wonderful Prep School situated just south of Rugby; we currently have around 287 children from 4 to 13. The Pre-Prep, housed in its own Edwardian buildings caters predominantly for day children from Reception to Year 3 inclusive; Year 4 upwards are in the Prep and are a combination of day, boarding and flexi-boarding pupils. Presently we have in the region of 50 full and weekly boarders, with another 35 flexi-boarding on a regular basis. It is possible, although uncommon, for children to commence boarding whether flexi or fully in Year 3.

The pupils benefit hugely from the awe and wonder of the buildings and interiors, designed by Augustus Welby Pugin, and the 90 acres of outdoor space, a parkland of nationally-designated beauty. Our children depart at 13, for a range of senior schools both boarding and day, as confident, engaged and well-mannered teenagers committed to learning and exploring the world around them. A number win scholarships both academic, all-rounder and in specialist fields such as music, sport, art, design technology or drama.

Bilton Grange has always offered strong academic teaching as part of a broad education that few other schools can match and encourages the highest aspirations in pupils within a friendly environment. Our website www.biltongrange.co.uk provides a further window into our world and a video on the school within this site. The 2017 inspection by the Independent Schools Inspectorate (ISI) found that the quality of Bilton Grange pupils' personal development and their academic and other achievements is excellent, the highest award they can offer to a school. Inspectors noted that Bilton Grange pupils '...achieve high standards across the breadth of the curriculum as a result of the commitment, enthusiasm and support that they receive from the staff'. The full report is available here - [Bilton Grange ISI Quality Inspection Report 2017](#)

Bilton Grange is fortunate in having excellent facilities for specialist teaching whether scientific, the performing and creative arts, or sport. We continue to strive to improve and develop new facilities and a full-size floodlit astroturf, inside Pugin's walled garden, was completed in December 2014; more prosaically a new car park and traffic circulation was built in Summer 2016. The boarding accommodation has been redeveloped and redecorated extensively over the last two years, and this programme is continuing and nearing completion; the girls' house will have been totally refurbished, with colour co-ordinated bedrooms, and on the boys' side a games room has been established, as well as decorating the younger boys' rooms to feel more homely. Wifi has been installed in both houses. We have begun a programme of classroom refurbishment and, thanks to support from the Bilton Grange community we have just opened our new extended Music Facility. We are actively looking at ways of enhancing the built facility of the Pre-Prep department and the Head of Pre-Prep has a leading role in moving this forwards. Bilton Grange is determined to be The Best. However its most valuable resource and the only way in which it can reach this lofty goal is its staff.

Our staff work hard but enjoy the challenges of being in a busy but fulfilling learning community. They are dedicated to the children in their care who in turn feel secure and happy. Relatively small class sizes ensure each child can receive the appropriate amount of individual attention. Specialist teachers carry out almost all teaching from Year 5 upwards across a very wide curriculum but specialist teaching begins earlier than this, even in the Pre-Prep. Academic staff contribute enthusiastically to the life of the school, offering games coaching and other activities to the children according to their skills and interests, and a number are involved in boarding. Nearly all teachers have a pastoral role as form tutors. The Headmaster has been in place since

September 2013 and a refreshed and reorganised Senior Leadership Team has developed over that period. This is an exciting time in Bilton Grange's distinguished and long history.

Bilton Grange is accessible from the M1, M6 and M45 and, enjoying a central location in the country, has good links both road and rail in all directions.

APPOINTMENT FOR HEAD OF EAL

A relatively small percentage of our pupils will join the school with English as their second (or third) language and these overseas pupils predominately attend Bilton Grange from China, Russia and Spain. Some of these children may join the school with a rudimentary level understanding of spoken or written English although all children will be interviewed by the Headmaster before being accepted to the school. Some will join the school for a short period of time (a term or a year) as part of their education and others will join us with the view to move to on to Senior Schools in the UK. The EAL support that is provided enables them to access and be supported with the curriculum that we provide.

The EAL department works directly with all subject areas but in close communication with the English and Learning Development (LD) departments. The Head of EAL works alongside the Head of English and the Head of LD to raise the standards for English across the whole school.

To discuss the hours associated with this role further please contact Mr Greg Das Gupta, the Assistant Head Academic gadg@biltongrange.co.uk.

Purpose of the Job

Due to the present post holder deciding to further their education, an energetic and well-qualified person is required, from September 2019 (or as soon as possible thereafter) to take charge of EAL at Bilton Grange. The Head of EAL oversees the provision for EAL students who are learning English and require extra support to sufficiently access the curriculum. In addition to providing direct 1:1 or small group support for the children, the Head of EAL liaises with subject teachers.

This is an exciting opportunity for a gifted teacher with insight, enthusiasm, flair and the personal qualities needed to win the confidence of staff, parents and children. Above all else the postholder will need to be committed to outstanding teaching and learning, both in their own practice and that of others, and understanding the busy nature of prep school life.

Professional Duties and Responsibilities

Ensure that the academic achievement and personal development of pupils at Bilton Grange is as excellent as it can be, by:

- 1 Assessing students on entry to the school through a 'starter unit';
- 1 Ongoing assessment and monitoring of language acquisition levels;
- 1 Construct Individual Learning Plans for such pupils where appropriate, setting targets for improvement and monitoring the results;
- 1 Responsibility for EAL curriculum;
- 1 Rigorously monitoring the children's progress;
- 1 Liaising with subject teachers to pre-teach subject-specific vocabulary and concepts. This includes contributing to in-service training where required;
- 1 Teaching 1:1 or small group lessons and responsible for the timetabling of these lessons in liaison with the Assistant Head Academic;

- 1 Liaising with parents/carers;
- 1 Fostering a sense of cohesion/pride within the EAL cohort;
- 1 Write reports on a termly basis which provide diagnostic feedback and a vital sense that each child is known and understood by the teaching body;
- 1 Oversee and update the operation of the school's EAL policy;
- 1 Managing EAL department budget;
- 1 Ensuring that the curriculum and schemes of work are reviewed and updated in line with best practice and methodology;
- 1 Inculcating a collaborative, sharing approach among the teaching staff to spread best practice;
- 1 Ensuring that all children have the necessary support and stretch at all levels of attainment, and in particular;
- 1 Liaising with the Learning Development Department to meet the needs of children with specific or potential learning differences;
- 1 Being aware of and in tune with the expectations of the Independent Schools' Inspectorate (ISI) and ensuring that we maintain and build on our 'excellent' standards where they are concerned.

Other

- 1 Support the Headmaster And External Relations Department by advising of EAL opportunities for BG to develop its marketing and outreach, especially to nursery schools, and to have positive coverage in local, regional, national and online media;
- 1 Further support the Headmaster and External Relations Department on Open Mornings and other important parental and/or marketing events.
- 1 You should demonstrate empathy with the aims, objectives and ethos of Bilton Grange.

Further involvement in school life:

A great feature of Bilton Grange is that many staff are also involved in extra-curricular activities such as sport and outdoor pursuits, cubs, brownies etc. We would be very interested to hear about any ways in which applicants feel they might contribute to our extra-curricular programme.

Benefits

- 1 Free meals whilst on duty
- 1 Fee remission for your own children if required

OUTLINE PAY AND CONDITIONS

A competitive starting salary will be offered in accordance with the hours, experience and qualifications. This salary will be reviewed annually. The school grounds provide an attractive environment. Members of staff have the opportunity to use the school sport and leisure facilities.

There is a Performance Coaching and Evaluation scheme in place which will help teachers to fulfil their potential whilst ensuring high standards. School accommodation may be available.

The post-holder will have an important responsibility for promoting and safeguarding the welfare of children within the boarding community and more widely within the school; Bilton Grange promotes an ethos of outstanding pastoral care and attention to safeguarding. If, in the course of carrying out the duties of the post, the post-holders become aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead (currently the Assistant Head Pastoral) or to the Headmaster, who is also a trained DSL.

PERSON SPECIFICATION

The successful candidate is likely to have the following:

Qualifications:

- 1 RSA Cambridge CELTA as a minimum (or other recognised EAL course)
- 1 Preferably a linguist / or a background in MFL (not essential)
- 1 Ideally has English as a first language

Qualities:

- 1 Proactive and keen to continually improve the EAL provision and support within the school
- 1 A sound knowledge of current EAL best practice and policies
- 1 Outgoing, enthusiastic, patient
- 1 A sound understanding of the principles of EAL teaching methodology
- 1 Experience of teaching either EAL or MFL in a communicative way
- 1 Willingness to learn how EAL integrates with the specific requirements and culture of a Prep school
- 1 Strong pastoral qualities and an ability to build rapport with students
- 1 Respectful of other cultures and beliefs
- 1 Good organisation and time management skills and have the ability to work on your own initiative
- 1 Be computer literate
- 1 Have the ability to work with parents/carers and encourage their involvement
- 1 Have a sound, basic education with an accountable standard of numeracy and literacy
- 1 Have evidence of success in one or more professional roles involving dealing with others
- 1 Have the ability to form and maintain appropriate relationships and personal boundaries with children and young people
- 1 Have a commitment to professional development
- 1 Have emotional resilience in working with challenging behaviours
- 1 Have a positive attitude to use of authority and maintaining discipline
- 1 Have the ability to work on your own and also as part of a team
- 1 Have an understanding of the boarding school system
- 1 Understand Child Protection procedures
- 1 Have excellent interpersonal skills, credibility and professionalism
- 1 Have excellent written and communication skills

- 1 Be enthusiastic and committed to supporting school life
- 1 Someone who sets himself or herself very high personal standards
- 1 A good sense of humour
- 1 Endless patience!

This job description sets out the duties of the post at the time it was prepared. Such duties may vary from time to time, without changing the general character of the duties or the level of responsibility entailed.

The Application Process

Please supply a letter of application detailing why you should be considered for this role along with a completed Application Form and Equal Opportunities Form. Your Application Form must include names, addresses, telephone numbers **and** email addresses of two referees.

Applications can be emailed to hmpa@biltongrange.co.uk or posted to:

Mrs Julie Campbell
Headmaster's PA and HR Manager
Bilton Grange Preparatory School
Dunchurch
Rugby
CV22 6QU

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