



## **Job Description for a Teacher of English**

### **The Ladies' College**

The Ladies' College was founded in 1872. It operates as a direct grant school within the Bailiwick of Guernsey and the Principal is a member of the Girls' School Association (GSA). There are approximately 550 pupils between the ages of 2 ½+ and 18. The Junior School, Melrose, (140 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Senior School (400 students) occupies purpose-built premises opened in 1964 and has recently been both refurbished and extended. "The Wessex Wing", which includes dedicated teaching spaces for Mathematics, English, Music, and a modern Library and Refectory was opened in September 2016.

In our Pre-Preparatory Department our girls follow the early years curriculum in small groups, the maximum at any one time being 28. In Melrose we are a one form entry school, with a maximum of 20 girls in the Preparatory Department and 24 in the Junior Department. In the Senior School we have a three-form entry at 11+ and most classes comprise 18 to 24 girls. Our students take ten (IGCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form (100 students) partnership with Elizabeth College (HMC boys' direct grant school).

In our last ISI Inspection, the College was judged as excellent in all categories, most notably: in the quality of the students' achievement and their learning, attitudes and skills; their spiritual, moral, social and cultural development; curricular, co-curricular and community links and arrangements for welfare, health and safety.

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic adults who care about them as individuals. We care as much about a student's well-being and happiness as we do about their academic progress.

### **The English Department**

English teachers at The Ladies' College work in a friendly, collaborative department. The department is located in the new building, adjacent to the library which is under the supervision of the School Librarian who works closely with the department to promote literary activities within the school.

At Key Stage 3, the school follows the National Curriculum Framework for English but there is flexibility to plan our own schemes of work and follow our own lines of interest within the subject. All students in Year 11 enter English Language and English Literature IGCSE, following the Edexcel specification. The students' reading comprehension, spelling and writing skills are tested on entry to Year 7.

At A-level, the College currently follows the Edexcel linear specification for English Literature. Expectations of A-level candidates are high and, as throughout the school, most students are highly-motivated and keen to learn. The Sixth Form partnership with Elizabeth College means that A- level classes can be co-educational.

Drama teaching is delivered by two specialist teachers and there are strong links between the English and Drama departments.

The Ladies' College plays an active role within the island community and the English department takes responsibility for entries in the literary section of the Guernsey Eisteddfod. The annual sponsored reading activity, 'Learn to Love Literature', is enthusiastically supported by our students. Visiting authors are welcomed to the school each year and the department is keen to take part in theatre trips as often as possible when touring companies visit the island. Within Year 8, girls participate in the annual House Spelling Bee and, in Year 9, the department runs its own public speaking competition, for the Monachan Memorial Trophy.

The strength of the department lies in its friendly, co-operative staff and the very positive working relationships engendered between teachers and students.

### **Candidate Criteria**

We are looking for a teacher with first rate academic qualities who can inspire the students with a love of English, as well as a genuine interest in each student and the wider curriculum issues. All full-time colleagues are expected to serve as form tutors and to support the pastoral and extra-curricular activities of the school.

### **Line Management**

Reports to the Head of English.

### **Remuneration**

Guernsey has its own salary scale. The remuneration for this post will be on a scale between £29,247 and £41,996 according to qualifications and experience. There is also an Upper Pay Scale from £44,353 to £47,175 for teachers who have worked for more than six years and have successfully crossed the threshold. These rates are reviewed annually.

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

### **Other benefits**

Removal expenses up to a maximum of £3,500 will be paid by the school, within 1 year of joining. This will need to be refunded to the school should employment cease for any reason within the period of 2 years of the date of employment.

Colleagues are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction

(pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

### **Living and working in Guernsey**

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for “The Population Management (Guernsey) Law, 2016”. The College is required to apply for either a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years on behalf of employees who are not locally qualified residents.

**The permit associated with this role is an LTEP.**

---

*The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced Disclosure and Barring Service (DBS) check and be able to prioritise the well-being of young people in our care.*

*Once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise.*