

Department Information for Teacher of English

The English Department at LEH

We aim to encourage our pupils to develop a sensitive appreciation of literature with sharp, discerning analytical skills, and the ability to communicate eloquently. We adopt an evaluative approach and strive to keep our teaching fresh and innovative. The teachers enjoy working collaboratively with each other and there is a positive and enthusiastic environment within the Department.

The Department achieves very good results at GCSE and A Level, with a number of Oxbridge applicants each year. Typically, there are 25 candidates for A Level English Literature in each year of the Sixth Form. The percentage gaining A* or A grades last year was 90%. At GCSE last year, the percentage gaining the top grades (7-9) under the reformed 9-1 specifications is over 80% in both English Language and Literature.

The English Department offers a wide variety of extra-curricular activities. The Literary Lectures programme comprises a series of talks from visiting speakers, primarily aimed at our Sixth Form students but also attended by pupils lower down in the school as well as staff and parents. We run the Debating Society and Public Speaking Club and regularly enter public speaking and debating competitions. There is a student-led creative writing journal, 'The Fable' and journalism opportunities. A Sixth Form Literary Society and enrichment programme also form part of our extra-curricular endeavours. In addition, we have regular theatre visits and occasional performances and readings at the school by visiting companies, poets and authors.

The post and further information about the English Department

We seek an inspirational teacher to join this successful Department. At present the English Department numbers eight teaching staff (six full-time and two part-time). Many have additional responsibilities for pastoral, academic or extra-curricular activities within the school.

There are five dedicated English classrooms, each with an interactive white board and projector linked to a networked computer and data logging points. All of our pupils have their own iPad. The Department has its own office with computers and printing facilities.

All members of the Department contribute to the teaching of Key Stage 3 English, which covers skills in both Language and Literature. At GCSE, we teach Edexcel IGCSE (9-1) English Language and AQA GCSE (9-1) English Literature. At A Level, we teach OCR A Level English Literature (linear route), with groups shared between two teachers.

Applicants called for interview will be asked to teach a lesson on the day and full details will be given to them in advance.

- To plan, prepare and teach lessons as required by the department.
- To set homework and mark written work regularly and ensure that the correct procedures are followed if work is missing, incomplete or late.
- To set, supervise and mark school examinations and course work for public examinations.
- To assess, record and report on the development, progress and attainment of pupils and to communicate this information to parents via written reports and Parents' Evenings.
- To provide written information for the UCAS and other similar forms.
- To provide guidance and advice when subject choices are made.
- To review methods of teaching and programmes of work and participate in arrangements for further training and professional development.
- To contribute to departmental extra-curricular activities.
- To consult your line manager about any problems occurring over academic matters, such as aspects of the curriculum or the syllabus for GCSE or A Level.
- To keep records of attendance at lessons as required.
- To keep records of books distributed.
- To encourage as much use as possible of the school libraries and other resources.
- To invigilate and undertake administration associated with public examinations.
- To maintain good order and discipline among pupils and safeguard their health and safety.
- To consult Assistant Heads or Form Tutors about serious discipline problems or any other difficulties pupils may cause, or may appear to be having.
- To contribute to PSHE and General Studies programmes as required.
- To attend Departmental, Year, Staff, Parents' and Inset meetings.
- To attend assemblies.
- To provide cover for absent staff, especially within the department, and to carry out other duties as required.
- To act as a Form Tutor if required.
- To adhere to school policy on safeguarding and update training as required.
- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

The Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employer and the Disclosure and Barring Service (DBS).

Teacher of English Person Specification

	Essential	Desirable	Assessment via application form/ interview/lesson observation/written task
A strong academic background and a good honours degree or equivalent in English or other related subject, and a genuine love of the subject	✓		Application form
A teaching qualification e.g. PGCE		✓	Application form
The ability to teach English at KS3 and GCSE and A Level English Literature	✓		Application form Lesson observation
Very good teaching, communication and interpersonal skills	✓		Lesson observation
A willingness to participate in extra-curricular activities and trips	✓		Interview
Excellent written and spoken English	✓		Written task Interview
Good ICT skills	✓		Application form
Efficiency and reliability	✓		Interview
Active support of the ethos and aims of the school	✓		Interview
Committed to the safeguarding and well-being of children and young people	✓		Interview

An application pack is available from the school's website www.lehs.org.uk.
Applications must be made on the school's own form, to include a supporting statement,
and should be sent to personnel@lehs.org.uk.

CVs will not be considered and should not be sent.

The closing date is noon on Monday 18th March 2019.

The Lady Eleanor Holles School
Hanworth Road, Hampton, Middlesex TW12 3HF
Tel: 020 8979 1601
personnel@lehs.org.uk