

Information for Applicants

**Teacher of Modern Foreign Languages**

UPR/TMS (Fringe)

Required for September 2019

Application deadline: Wednesday 22 May 2019 at midday

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will carry out a Disclosure Check by the Criminal Records Bureau before making an appointment.



Teacher of Modern Foreign Languages

**01 September 2019**

**UPR/TMS + London Fringe Allowance**

An exciting opportunity has arisen for a skilled, enthusiastic and ambitious teacher to join our dynamic and committed MFL Department from September 2019. The successful candidate will work within this supportive environment to contribute to the success of our students and the development of the curriculum area up to Key stage 4. Applications are welcome for a full or part time position.

The Warwick School is a vibrant 11 to 16 school, serving the Redhill area; judged by Ofsted to be ’Good’ with Outstanding Behaviour and Safeguarding. We have excellent transport links being equally located between London and Brighton; Redhill mainline station is 5 minutes’ walk away and we are close to the M25/M23 motorways.

The school is a member of the South East Surrey Schools Education Trust which is a partnership of The Ashcombe, Therfield and The Warwick Schools; each being successful, inclusive schools committed to work in collaboration for the benefit of their distinctive communities and those children and young people whom they serve. The school offers outstanding continuing professional development for its staff and the Trust will offer a range of opportunities for the right candidate to develop their practice and demonstrate their potential for promotion.

The Warwick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Visits to the school are welcome – please contact the HR officer 01737 378444 or visit the school website [www.warwick.surrey.sch.uk](http://www.warwick.surrey.sch.uk/) for further details.

**Closing Date for Applications: Wednesday 22 May 2019 at midday.**

**Please note that this vacancy will close should a suitable candidate be appointed.**

Therfield School, The Ashcombe School and The Warwick School have formed, and are part of, South East Surrey Schools Educational Trust (SESSET), a charitable company limited by guarantee and registered in England and Wales with company number 10479401. The registered address is The Ashcombe School, Ashcombe Road, Dorking Surrey, RH4 1LY

Dear Applicant

Thank you for showing an interest in the post of Teacher of Modern Foreign Languages. Enclosed in this pack is information about the school and the job you have enquired about. I hope you will find this useful in helping you decide if The Warwick School is a school you are interested in joining.

I am the new Headteacher, Kerry Oakley, and I joined the school in September 2018. The Warwick School is a ‘Good’ school and is currently part of Priority Schools Building Programme 2. This means we are in the process of developing a state of the art facility, which includes: 22 classroom building with hall, dining area and sports hall being built ready for moving into in January 2021.

This is a very exciting time to join the school, as it is in the process of building on the strong foundations of many successful years as a prominent and reputable school in the Redhill and Reigate area of Surrey. The school is part of SESSET (South East Surrey Schools Education Trust) which is made up of ourselves, Therfield School, Leatherhead and The Ashcombe School, Dorking. Mr David Blow is the CEO of the Multi Academy Trust. It is a relatively new partnership, built on a mutual respect for each other. Within the Trust each school remains autonomous in many decisions made and in their own vision.

The Warwick School is an 11-16 school with 7 forms of entry and a PAN of 210 in each year group. It serves the local community with students feeding in from local primary schools in the area of Redhill, Merstham, Reigate and Horley. We have a fully comprehensive intake; each Year Group includes a number of students with Education and Health Care Plans but also others capable of achieving the top grades, across the curriculum at Key Stage 4.

We have good relationships with our neighbouring secondary schools and are a partner school with the two nearby 16-19 colleges; Reigate College and East Surrey College.

The Warwick School staff are a team of professionals who dedicate their lives to providing students with a high quality education ‘Every Lesson, Every Day’. The students want to learn, however under the new progress measures we are not always ensuring that every child makes expected progress and this underpins work we are undertaking with some urgency. There is a desire from the students to be involved in active lessons with opportunities to be creative and engage in meaningful discussions. We are aiming to strive for excellence in all the work that we do and to be the number one choice for parents in our community.

We fully support career opportunities for staff and hope that you will be ambitious in your own development; our commitment to staff is to encourage attendance at recognised conferences, to study for an MA / recognised leadership qualification, to collaborate with schools in the local area and the MAT and / or to engage with research around teaching and learning.

I am looking for people who can work as a team but who can work independently and are confident to take initiative when required; someone who is driven, prepared to take risks, not afraid to challenge or be challenged and who is personable and flexible. In short we want people who have a passion for improving life chances for students.

I am keen to speak with you further should you be interested in a position within our school. Please do feel free to come and visit us if you want to really get an understanding of the work we do. You are welcome at any time, please contact me on [ht1@warwick.surrey.sch.uk](mailto:ht1@warwick.surrey.sch.uk).

Kind Regards

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Miss Kerry Oakley

Headteacher

**Key Information about the school**

**School:** The Warwick School

**Location:** Noke Drive, Redhill, Surrey, RH1 4AD

**Age Range:** 11-16

**Type of School:** Academy

**Number of Students:** 922

**Number of teaching staff:** 62

**Number of non-teaching staff:** 66

**Progress 8 2016-2018:** -0.01, +0.06, -0.21

Department Information

The Warwick has a successful MFL Department, consisting of 3 teaching staff, within the Faculty of Humanities; incorporating, Geography, History, Religious Studies and Modern Foreign Languages. The Faculty as a whole comprises of 11 staff, all of whom are subject specialists. Our stable, well-qualified and enthusiastic team has enabled us to create a positive learning environment where staff and students are well able to meet the challenges of changes at both KS3 and KS4. Experience within our friendly department is diverse and our staff are committed to fostering a supportive and collegiate atmosphere. The department prides itself on delivering stimulating and wide-ranging courses, from which all students can benefit. Candidates may be expected to teach different subjects within the Humanities Faculty.

The Faculty is housed in ten subject-specific rooms, with two communal offices and a resource area. All classrooms have interactive whiteboards. Staff are encouraged to share resources and best practice.

At Key Stage 3 students study either Spanish or French. They have 4 lessons per fortnight. At KS4 the students may opt for Spanish or French and would have 6 lessons a fortnight for all students. The exam board studied is AQA. Furthermore the Head of Department is responsible for entering any native speakers into languages GCSEs.



Job Profile

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| POST TITLE | Subject Teacher |
| LINE MANAGER | Head of MFL |
| SUPERVISORY RESPONSIBILITY | Responsible for directing the work of teaching assistants within the learning environment. |
| JOB PURPOSE | To teach pupils within the main school. To carry out such other associated duties as are reasonably assigned by the head teacher. |
| KEY ACCOUNTABILITIES  These accountabilities are based on the professional responsibilities of teachers outlined in the School Teachers’ Pay and Conditions Document (STPCD). They are supplemented as relevant by reference to the DfE Teachers’ Standards (2012). | |
| 1. Teaching | |
| PROFESSIONAL RESPONSIBILITIES | |
| * To plan and teach lessons and sequences of lessons to the classes you are assigned to teach, within the context of the school’s plans, curriculum and schemes of work. * To assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils. * To participate in arrangements for preparing pupils for external examinations. | |
| Set high expectations which inspire, motivate and challenge pupils:   * establish a safe and stimulating environment for pupils, rooted in mutual respect * set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions * demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.   Promote good progress and outcomes by pupils:   * be accountable for pupils’ attainment, progress and outcomes * be aware of pupils’ capabilities and their prior knowledge, and plan teaching to build on these * guide pupils to reflect on the progress they have made and their emerging needs * demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching * encourage pupils to take a responsible and conscientious attitude to their own work and study.   Demonstrate good subject and curriculum knowledge:   * have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils’ interest in the subject, and address misunderstandings * demonstrate a critical understanding of developments in the subject and curriculum areas, and * promote the value of scholarship * demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject * if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics * if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.   Plan and teach well structured lessons:   * impart knowledge and develop understanding through effective use of lesson time * promote a love of learning and children’s intellectual curiosity * set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired * reflect systematically on the effectiveness of lessons and approaches to teaching * contribute to the design and provision of an engaging curriculum within the relevant subject area(s).   Adapt teaching to respond to the strengths and needs of all pupils:   * know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively * have a secure understanding of how a range of factors can inhibit pupils’ ability to learn, and how best to overcome these * demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils’ education at different stages of development * have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.   Make accurate and productive use of assessment:   * know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements * make use of formative and summative assessment to secure pupils’ progress * use relevant data to monitor progress, set targets, and plan subsequent lessons * give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback. | |
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| 2. Whole school organisation, strategy and development | |
| PROFESSIONAL RESPONSIBILITIES | |
| * To contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision. * To work with others on curriculum and/or pupil development to secure co-ordinated outcomes. * To supervise and, so far as practical, teach any pupils where the person timetabled to take the class is not available to do so, subject to the provision that teachers are required to cover only rarely. | |
| Fulfil wider professional responsibilities:   * make a positive contribution to the wider life and ethos of the school | |
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| 3. Health, safety and discipline |
| PROFESSIONAL RESPONSIBILITIES |
| * To promote the safety and well-being of pupils. * To maintain good order and discipline among pupils. |
| Manage behaviour effectively to ensure a good and safe learning environment   * have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy * have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly * manage classes effectively, using approaches which are appropriate to pupils’ needs in order to involve and motivate them * maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary. |
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| 4. Management of staff and resources |
| PROFESSIONAL RESPONSIBILITIES |
| * To direct and supervise support staff assigned to you and, where appropriate, other teachers, in an effective way. * To contribute to the recruitment, selection, appointment and professional development of other teachers and support staff. * To deploy resources delegated to you. |
| Fulfil wider professional responsibilities   * deploy support staff effectively |
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| 5. Professional development |
| PROFESSIONAL RESPONSIBILITIES |
| * To participate in arrangements for the appraisal and review of your performance and, where appropriate, that of other teachers and support staff. * To participate in arrangements for your further training and professional development and, where appropriate, that of other teachers and support staff, including induction. |
| Fulfil wider professional responsibilities   * take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues. |

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| 6. Communication |
| PROFESSIONAL RESPONSIBILITIES |
| * To communicate with pupils, parents and carers. |
| Fulfil wider professional responsibilities   * communicate effectively with parents with regard to pupils’ achievements and well-being. |
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| 7. Working with colleagues and other relevant professionals |
| PROFESSIONAL RESPONSIBILITIES |
| * To collaborate and work with colleagues and other relevant professionals within and beyond the school. |
| Fulfil wider professional responsibilities   * develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support. |

Person Specification

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|  | **Selection Criteria** | **Assessment Method** |
| **Qualifications** | Essential:   * Qualified Teacher Status * Evidence of further professional development * Desirable: * Post Graduate Qualification | Application form  Certificates |
| **Experience** | Essential:   * Successful teaching and curriculum experience * Recent experience of teaching within KS3 and KS4 | Written statement  Lesson observation  Interview |
| **Professional Knowledge and Understanding** | Essential:   * Sound understanding of PE curriculum * Knowledge of best practice and procedures for safeguarding children and young people * Other key areas for the school/phase, early years, extended services etc. | Written statement  Lesson observation  Interview |
| **Professional Qualities** | Essential:   * Committed to the development and maintenance of good relationships with staff, parents, students, governors and the community. * Committed to the continuing professional development of self and others within the school. * Demonstrates flexibility appropriate to circumstances * Communicates enthusiasm and energy. | Interview  Group exercise  Presentation |
| **Skills and Aptitudes** | Essential:   * Able to plan and organise effectively * Well developed oral and written communication skills * Communicates at a level and in a manner appropriate to the situation | Application form  Written statement  Interview  In-tray exercise  Group exercise |

**How to Apply**

We hope that you would like to apply; please complete our application form for teaching posts on the vacancy page and send it to us with a supporting statement explaining what attracts you to the post and details the skills and experience you would bring to it.

Closing Date: Wednesday 22 May 2019 at Midday

Your completed application can be emailed to Karen Ehren HR Officer: [ehr@warwick.surrey.sch.uk](mailto:ehr@warwick.surrey.sch.uk)

or post to:

Mrs Karen Ehren

HR Officer

The Warwick School

Noke Drive

Redhill

Surrey

RH1 4AD

If you would like any further information please telephone Karen Ehren on 01737 378444 or email [ehr@warwick.surrey.sch.uk](mailto:ehr@warwick.surrey.sch.uk)