

Teacher of English

Maternity cover required for
September 2019

Recruitment Pack



St Helen's School
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St Helen's School

Teacher of English

Thank you for showing an interest in this post.

We hope that the following information about St Helen's and description of the responsibilities of the post will help you to decide that this is an application which you wish to pursue. We look forward to hearing from you.

The School



St Helen's is an outstandingly successful girls' day school on an attractive 21-acre site in the North West London suburb of Northwood. It is one of the two largest girls' day schools in the country with over 1150 pupils aged 3-18. A significant number of girls arrive in Nursery or Reception and stay through to 18, with a further large admission at 11+ where approximately half of the senior entry is from outside the School, drawing on both local independent prep and primary schools. There are always more girls applying than the School has places for, and competition at 11+ is high. The School attracts pupils from London and the immediate Home Counties beyond the M25 and celebrates its diverse and multi-cultural population. The School was judged 'excellent' in each of its last ISI inspections in November 2016.

Academic standards are excellent, and the intellectual ability of the School's intake has risen steadily over the last seven years. Sixth formers go on to established high-ranking universities, including Oxford and Cambridge, with more than a third studying STEM subjects. The School has a 20-year site development plan and has invested significantly in building development over the last five years, with a new STEM building at the planning stage which should be completed by September 2020.

The School consists of the Prep School (Nursery-Year 6) and the Senior School (Years 7-13). The Prep School is situated in three dedicated buildings on the eastern half of the School site and there is regular access to Senior School facilities. The Senior School is spread across a number of buildings that are generally set around the western perimeter of the School and is organised into Middle School (Years 7-9), Upper School (Years 10 and 11) and the Sixth Form. In Middle and Upper School, there are typically 5 forms of about 20 girls per form and, in the Sixth Form, there are smaller tutor and class groups depending on subject choices.

We aim to ensure that every girl:

- is excited by learning and the opportunity to excel
- is intellectually curious and thinks independently
- is confident and able to lead as well as be a team member
- has integrity, celebrates diversity and respects others
- uses her talents, energy and enthusiasm for the benefit of the community
- has skills which enable her to become a leader of her community and profession

The School's development plan reflects the Headmistress' Vision for a school which is making the journey from providing an excellent academic education to becoming exceptional in all that it does. At the heart of this is attention to the individual child, both in the classroom and through our co-curricular programme and pastoral care.

Our current Headmistress, Dr Mary Short, will be retiring in August 2019 after eight exceptionally successful years, characterised by dynamic leadership and innovative development in all aspects of the School. The Governors are delighted to have appointed Mrs Alice Lucas as her successor from September 2019. Mrs Lucas has considerable experience of senior leadership in both the independent and maintained sectors, and we are delighted that she will be leading St Helen's into the next phase of its evolution. 2019 also marks the School's 120th birthday. This is therefore a very exciting time to be joining St Helen's, and the successful candidate will be expected to embrace the culture of the School, which is deeply-rooted in its fine history and forward-looking, innovative approach.

The School

The broad and balanced education which we provide caters for 'the whole child' in terms of academic excellence and emotional growth. Each girl is encouraged to be a self-motivated and independent learner with the confidence to express her opinions firmly and respectfully, the ambition to aim high in everything she does, and the curiosity to develop broader interests both within and outside the classroom. St Helen's is a Christian foundation but welcomes families of all faith groups and none. We promote the values of the St Helen's community throughout the School via regular Assemblies and House meetings.

The School offers an exceptional range of co-curricular opportunities, and pupils are encouraged to develop lifelong passions for music, sport, performing arts, creativity and current affairs by participating in lunchtime and after-school activities. The girls' all-round educational experience is enhanced by a comprehensive programme of educational visits for every year group, and by visiting speakers who complement school-based activities.

The Senior School

St Helen's Senior School caters for approximately 670 girls from Year 7 to Year 13, including around 160 in the Sixth Form. We accept approximately 100 girls into Year 7 each year, drawn from both our own Prep School and from a wide range of maintained primary and independent preparatory schools in roughly equal proportions. The Senior School is divided into three Sections: Middle (KS3) and Upper (KS4) Schools and the Sixth Form. There is a Head of each section.

In Year 7 the girls engage with a broad and challenging programme of study: Mathematics, English, a bespoke skills-based Science course which prepares them for study of the three separate science subjects from Year 8, Computer Science, History, Geography, Drama, Art, Music, Design & Technology, Latin, Religious Studies, Physical Education, PHSCE and a choice of two modern foreign languages: French, German, Spanish or Mandarin.

In Year 11 pupils take a mixture of GCSE and IGCSE qualifications in a broad and balanced portfolio of subjects which exceeds the Government's 'English Baccalaureate'. Pupils will typically take nine or ten GCSE qualifications: Mathematics, English Language, English Literature, Science, a humanities subject, a modern foreign language and two 'free options' from a very wide range of choices including further humanities subjects, languages and the creative arts. The majority of pupils take three separate science qualifications in Physics, Chemistry and Biology, with a small number completing Dual Award Science instead. Classical Civilisation, Classical Greek, Italian and Japanese are offered as new courses in Year 10, which lead to GCSE qualifications over two years.

In September 2018 we redesigned our Sixth Form curriculum to enable students to tailor their experience to suit their strengths and needs. Depending upon the pathway they choose, students have the flexibility to study either three or four subjects to A level; many will take an AS qualification over two years; most will take on the Extended Project Qualifications; all participate in our unique St Helen's Programme which includes a fortnightly lecture, University Preparation sessions, PE and a Personal Impact Programme.

- Pathway A: 3 A levels & EPQ plus Enhancement course and St Helen's Programme
- Pathway B: 3 A levels & EPQ plus AS level over 2 years and St Helen's Programme
- Pathway C: 4 A levels plus an optional EPQ and St Helen's Programme

Computer Science is a vital element in the curriculum: we possess several computer rooms and a fully-equipped Language Laboratory. All staff are provided with an iPad, and classrooms are equipped with Smart boards which enable innovative approaches to support learning and teaching. Science, Music, Art and Design & Technology are taught within well-equipped specialist facilities.

On joining Senior School, girls are allocated to a tutor group of approximately 20 girls, although Sixth Form tutor groups are considerably smaller than this. The form tutor plays a central role in the School's pastoral care, and is the first port of call for pupils, teachers and parents. The tutor is able to answer most questions girls and parents have, or to refer them on as necessary. The tutor's main role, however, is to promote effective academic progress and engagement with our extensive co-curricular programme through our mentoring system, which enables every girl to realise her full potential. The House system helps to build a sense of unity across the age range, and the girls take part in friendly House-based competitions in Sport and Performing Arts. The Houses also provide a focus for many of our charitable fund-raising activities throughout the year.

St Helen's girls enjoy a broad range of activities beyond those available in the classroom. Many girls take additional instrumental Music, Ballet or Speech & Drama lessons, and the school day is organised to accommodate a great many co-curricular activities. Every day girls engage in activities which genuinely broaden their experiences and horizons, from the Heath Robinson Inventors' Club, Model United Nations and Origami Club to a vast array of opportunities to get involved in élite and social Sport, Music and Drama. Our unique relationship with Merchant Taylors' School allows our girls to enjoy joint ventures with the MTS boys, including the Phab programme and joint concerts and productions. Many of the girls in the Upper School and Sixth Form (Years 10-13) are either a member of the Combined Cadet Force (run jointly with Merchant Taylors' School) or work towards The Duke of Edinburgh's Bronze, Silver and Gold Awards; St Helen's is a Licensed Organisation

able to run DofE programmes within the School. We have recently extended our Phab provision by providing a regular 'youth club' for disabled guests, supported by girls (and MTS boys) in Years 10 and 11.

The Department

The Department currently comprises the Head of English, a second-in-department, and five full-time English specialists. A significant number of girls study English Literature in the Sixth Form, where, at Advanced Level, we follow the AQA A specification. A good proportion of girls go on to study English Literature at university. In addition, English Language is also offered at A Level.

At Key Stage 4 we now follow the new linear AQA GCSE specifications in English Language and English Literature. Teaching time in Key Stage 4 is generous with 3 hours per week dedicated to English.

The curriculum at Key Stage 3 is interesting, rigorous and varied; girls study a range of novels, plays, short stories and poems. In addition, the girls read and study whole Shakespeare plays in Years 8 and 9. In the Spring Term of Years 7, 8 and 9 all girls participate in the School Debating Competition. Class reading time is an integral part of each week's experience of English. We have introduced Accelerated Reader into Key Stage 3 and we encourage fast and immersive reading throughout the years.

The English Department offers a wide range of co-curricular activities: we organise several theatre trips each year; we also offer girls opportunities to compete in the ESU Mace and ICYD debating competitions; we run a Poetry club, a Debating club, and a Literature in Context club. The librarian organises author visits each year; recent speakers have included Malorie Blackman, Sally Gardner and Holly Bourne.

The English Department at St Helen's is a lively, experienced and successful department.

The Role

Teacher of English

St Helen's seeks to appoint, for a one-year maternity cover, from September 2019, a full-time teacher of English. Consideration will be given to applicants wishing to work part time.

Teaching at St Helen's

All teachers are expected to ensure the highest standards of teaching and learning by:

- Preparing and delivering challenging and differentiated lessons
- Setting homework in accordance with the School's homework policy
- Marking work in accordance with the School's marking policy
- Using all available data and information to ensure that each student is provided with an appropriate programme of study
- Having a good understanding of the schemes of work they are following and how these fit into the overall scheme of work for the subject they are teaching
- Keeping up to date with developments in the teaching of their subject

Person specification

The successful candidate will have:

Essential:

- A good Honours degree in English or related subject
- Experience of teaching English across the secondary age range to A Level and demonstrable passion for the subject, especially English Literature
- Detailed understanding of current developments in the secondary curriculum and assessment
- A clear motivation to work with young people
- The ability to form and maintain appropriate relationships and boundaries with young people
- Commitment to further professional development

Desirable:

- A teaching qualification such as PGCE or equivalent
- Evidence of further professional development
- Knowledge and experience of how IT can be used to support learning

The successful candidate will:

- Be an exceptional classroom practitioner and inspiring teacher
- Possess outstanding interpersonal and communication skills
- Have excellent time management and organisational skills
- Be creative, imaginative and energetic
- Be able to motivate others

The teacher should have knowledge and understanding of:

- Effective learning and teaching styles
- Theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation, planning, and teaching strategies which remove barriers to learning and which stretch and challenge able, gifted and talented pupils)
- Monitoring, assessment, recording and reporting of pupils' progress
- How assessment supports effective learning
- The need for high quality pastoral support to complement the academic experience of pupils aged 11-18
- The Legislation concerning Equality, Health & Safety, Individual Needs and Safeguarding / Child Protection

The teacher will be able to:

- Promote the School's aims, ethos and whole school approach to learning
- Develop effective relationships with pupils, parents, staff and governors
- Create a happy, challenging and effective learning environment
- Communicate effectively (both orally and in writing) to a variety of audiences
- Work collaboratively with others
- Work in a fast-paced and stimulating environment

The teacher will be able to demonstrate:

- A willingness to participate in the wider life of the School
- A willingness to make a significant contribution to the School's extensive co-curricular programme

Benefits of working at St Helen's include:

- Competitive salary scale with the opportunity to apply for Contribution Awards
- Membership of the Teachers' Pensions Scheme
- Access to the School's swimming pool and fitness suite
- On-site parking and excellent public transport links
- Free lunch and refreshments
- Generous sick pay and maternity pay
- A beautiful working environment – the School is set in a conservation site in excess of 20 acres
- A supportive community of highly motivated students and staff

The application process:

Applications for this post close when an appointment has been made.

Applicants should complete an application form downloadable from the school website (www.sthelens.london/staff-vacancies). Applicants should highlight in their application any specific curriculum interests they have. They should include the names and contact details of two referees.

Applications may be submitted by email to recruitment@sthelens.london or by post to: The Human Resources Department, St Helen's School, Eastbury Road, Northwood, Middlesex, HA6 3AS

The interview process:

Shortlisted candidates will be invited to teach a one hour lesson to a class in Senior School (Year 7-13). Details of the lesson will be sent out in advance. The lesson will be observed by appropriate members of the School's Leadership Team.

Candidates will have an interview and the interview panel will include members of the School's Leadership Team.

Candidates will also have the opportunity to tour the school and to meet members of the the Department staff informally.

The post is subject to various recruitment checks which will include:

1. Enhanced DBS clearance
2. A minimum of two references
3. Proof of right to work in the UK