THE HOLT SCHOOL
Holt Lane
Wokingham
RG41 1EE

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www.holtschool.co.uk

Teacher of English
Full time
Start date: February/April 2018

Main pay range/upper pay range depending on skills and expertise demonstrated at interview

The Holt is a popular and oversubscribed11-16 girls and 16-18 co-ed comprehensive school which converted to academy status in July 2011. You will join a highly successful department where all three Key Stages results are significantly above the national average and is a very popular subject for students at KS5.

If you will inspire our students to achieve their best, we would encourage you to apply.

The successful candidate will:

- aspire to be an innovative, outstanding practitioner
- demonstrate passion for their subject as well as excellent subject knowledge
- be a team player with strong interpersonal skills
- be keen to participate in aspects of wider school life

We can offer:

- a school that is ambitious and has high expectations of staff and students
- teaching across all Key Stages
- excellent professional development

The school was judged 'outstanding' by Ofsted in 2008; there are 1245 on roll (216 in the Sixth Form) and we have a record of academic success with 89% of students achieve 5 or more standard passes including English and Maths.

Further details and an application form are available from the school website
Prospective applicants are welcome to telephone Ms Nici Hunt (Acting Head of English department) for more information about this post.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service check.

Applications will be reviewed as they are received and interviews arranged accordingly.

THE HOLT SCHOOL
JOB DESCRIPTION

Job Title:	**English Teacher**	**Name:**	
Reports to:	**Head of Department**	**Issued/Reviewed:**	**November 2017**
Pay Scale:		**FTE : 1.0**	
Employment Status	**Permanent**		
Allowance:	**N/A**		

To be line managed by:

1. Teaching and Learning: (42 /50 teaching periods)

- To promote a Growth Mindset at all times
- To be responsible for the planning lessons using Higher Order Thinking Skills (HOTS), and delivery and assessment of differentiated, challenging lessons
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning projects, assignments and/or coursework/Controlled assessment in line with department/faculty policy using FROG.
- To provide accurate, developmental written and oral feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including Tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are "on report", for 'round robins' or for SEN annual reviews or exam concessions assessments. To use the school's Curiosity, Perseverance and Reflection (CPR) system to recognise hard work, effort and positive learning behavior
- To use the school's B4L policy to maintain the highest standards of behavior at all times

2. Additional Responsibilities –

3. Pastoral Support

- To be a form tutor and foster a positive relationship with students
- To communicate with the Head of Year and Student Support
- To take the register and refer any students for whom you have concerns over attendance and punctuality.
- To ensure Daily Briefing is available to students and pass on all information/letters as required
- To support each member of the tutor group through academic mentoring three times a year.
- To ensure that the registration activities follow the timetable set by the Head of Year including TftW.
- To provide written reports on personal, social and academic progress as requested
- To monitor academic performance using the information provided from termly reviews with special attention to those with EAL, SEN, PHA and the disadvantaged
- To encourage students' involvement in extracurricular activities and support House activities as appropriate

4. Professional Development

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interests and development by keeping up to date with subject knowledge and teaching methods.

5. Life of School

- To support the ethos of the school through the Mission Statement
- To comply with the School's Health and Safety Policy
- To carry out duties as published
- To attend meetings within the directed time.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: ……..…… *Date:* ……...……..
Post Holder

Signed: ……..… *Date:* ……
Headteacher

Person Specification: Classroom Teacher	Essential	Desirable
Education and Experience		
Good honours degree	✓	
Qualified Teacher Status	✓	
Experience of teaching	✓	
6th Form experience	✓	
Record of continuing professional development		✓

Knowledge		
Good subject knowledge and passion for subject	✓	
Knowledge of National Curriculum and initiatives		✓
Good knowledge of pedagogy	✓	
Knowledge of effective assessment strategies	✓	
Knowledge of how to use data for target setting		✓

Skills		
Good classroom practitioner using effective behaviour management	✓	
Ability to inspire and motivate students	✓	
Creativity, energy and enthusiasm	✓	
Flexible and adaptable	✓	
Excellent relationships with students and colleagues	✓	
Good communication; orally and written	✓	
Good IT skills		✓

Committed to:		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”		✓
Raising the profile of your subject within the school and community	✓	
CPSD (continuing professional self-development)	✓	

The English Department

Results in English are excellent: GCSE AQA 97% 9-4 in English Language, with 46% at 9-7, and 97% 9-4 in English Literature, with 49% at 9-7. At A Level, 54% attained A*/A/B for English Literature. KS3 results are outstanding and above the national average.

Departmental Staffing

Our enthusiastic English department currently has twelve members of staff. Staffing comprises a Head of Department who leads KS4, Second in Department who also leads KS3, and a KS5 Coordinator. It is an outstanding department with a high profile within the school. The team work very closely together, supporting each other and sharing resources.

Faculty Accommodation

The department offers excellent resources. There are seven large dedicated teaching classrooms, all with whiteboards and projectors. One classroom is fitted with a set of computers, in addition to the suite in the English main foyer.

English Teaching

Classes are taught in tutor groups in Year 7 and are set in Years 8 and 9. At KS4 setting is further refined into 9 sets. We follow the AQA syllabus for both GCSE and A Level.

Extra-Curricular

The department has a strong ethos for extracurricular opportunities. These include various clubs throughout the school: Year 7 public speaking; Reading and Creative Writing Clubs; Bar Mock Trial competition for Year 9 (reaching National finals last year); inter school debating competitions in 6th Form; BBC School Report event; Poetry competition entries (with a number of recent national award winners).

About the School

Thank you for your interest in applying for a post at The Holt School. We hope that the information included in this pack will be enough to enable you to make a decision as to whether to apply for a position with us either as a teacher or as a member of support staff.

The Holt School is an “outstanding” (OFSTED June 2008) seven-form entry converter academy for girls aged between 11 and 16 and with a co-educational Sixth Form. It serves the market town of Wokingham and surrounding villages. The Holt is one of 4 secondary schools in Wokingham town, one of which is a boys’ school and the other 2 are mixed. Wokingham Borough Council is the local authority with whom the school works closely. The original school numbered 23 but there are now 1245 students, 216 of whom are in the sixth form.

The school, situated on the western side of the town, was founded in 1931. The original school was an old Dower House dating from 1648. This house is now used chiefly for administrative purposes. The shrubbery and gardens, together with playing fields extending to 13 acres, form a pleasant setting for the school.

The Holt maintains a number of traditions and extols traditional values whilst at the same time embracing change. As well as the broad and balanced formal curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As an International School we actively encourage all our students to step outside “the Wokingham bubble” and experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school is successful and demands a lot from its staff and the students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths. ‘A’ level results are excellent with a 99% pass rate this year. 61.37% of students gained an A*AB of which 29.7% were A*A and we have over the last five years achieved A*-C pass rates of over 80%.

The school operates a 50 period fortnight with teachers on the main scale teaching 42 periods. This enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4

We have a staff of over 130: 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, Cover Supervisors, Learning Support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate.

Please contact us if you have any questions or to arrange a visit. For further information, visit our website

We look forward to hearing from you and to receiving your application.

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. All posts are subject to an enhanced Disclosure and Barring Service Check.