



Sandbach High School & Sixth Form College

Teacher of English (or Assistant Curriculum Leader of English)

(Teacher of English suitable for NQTs or Main scale. A
TLR is available for an Assistant Curriculum Leader)

Applicant Information Pack





Welcome to Sandbach High School

Thank you for considering Sandbach High School for the next stage of your career. We are looking for an excellent English teacher from September 2019. This position has arisen due to the continued growth of the school (our popularity has made us a 10 form entry school) and our pursuit of National Teaching School status.

Our school is a happy and exciting place to work and was graded as outstanding by OFSTED in 2008. In November 2017 this was 'maintained' following a Section 8 inspection which described our school as calm, caring and compassionate.

Inspectors commented:

'Pupils' behaviour around the school is exemplary.' (Ofsted Nov 2017)

'At break times, pupils are happy and relaxed.' (Ofsted Nov 2017)

'Leaders.... have successfully created and sustained a calm, caring and compassionate atmosphere in which pupils thrive.' (Ofsted Nov 2017)

'Pupils listen well when teachers are talking and explaining things.' (Ofsted Nov 2017)

'Behaviour systems are strong, proportionate and highly effective.' (Ofsted Nov 2017)

Visitors to Sandbach High School remark on how calm our school environment is. Staff joining us from elsewhere highlight the positive ethos and the exceptional behaviour of our students. Students take pride in their work and show very high levels of self-motivation. They get on with their work without the need for the teacher to constantly look over their shoulder.

If you are able to visit, you will see a purposeful working environment with exemplary behaviour, engaged students and happy staff. Essentially, we are anything but complacent. We know that there is more to do and having the right people on our team is crucial.

If you find the above exciting – and perhaps a little bit of a challenge – read on to find out what we're looking for and what we can offer you.

John Leigh
Headteacher





Sandbach High School & College

What we offer:

- ♦ Fantastic students who are ready to learn and whose behaviour is exemplary
- ♦ Supportive and effective pastoral systems
- ♦ Highly visible and supportive senior leaders
- ♦ A centralised behaviour grade and detention system
- ♦ No graded lesson observations – just ongoing feedback, helping you to be reflective and continuously develop
- ♦ Collaborative planning with centralised, shared units of work and resources
- ♦ CPD starts as soon as you are appointed
- ♦ Excellent ongoing CPD, career development and promotion opportunities
- ♦ A professional progression model from NQT to RQT through to Middle Leadership Development, Lead Teacher, SLE and Senior Leadership
- ♦ Modern teaching rooms in pleasant, well-maintained surroundings
- ♦ A commitment to the wellbeing of all
- ♦ Staff yoga and football and subsidised membership of a newly refurbished high-tech gym on site
- ♦ A Staff Healthcare Plan

We expect a lot from our staff but we take wellbeing for all very seriously. Our ethos, and the practices which underpin it, means that you can teach without having to deal with constantly poor behaviour.

What we are looking for:

The successful candidate will be:

- ♦ an excellent teacher of English
- ♦ someone who does whatever it takes to ensure the best learning and teaching for all our students
- ♦ A committed team player who is happy to contribute to departmental improvement activities

If you are the type of person who fits with our culture, you will love working here.



Sandbach High School & College

The English Curriculum Area

The English curriculum area is very strong, regularly achieving excellent grades at all levels. The team is very experienced and committed to student progress for all, as well as maintaining a strong sense of the importance of enrichment opportunities and extra-curricular activities.

Last year our results were as follows:

GCSE English Language (AQA) —7+ (24%), 4+ (88%), 1+ (100%).

GCSE English Literature (AQA) —7+ (21%), 4+ (85%), 1+ (100%).

A-Level English Literature (AQA) - A*-B (59%), C or above (79%), A*-E (100%)

A-Level English Language (AQA) - A*-B (40%), C or above (80%), A*-E (100%)

A-Level Film Studies (eduquas) - A*-B (14%), C or above (71%), A*-E (100%)

The team is made up of 14 teachers, most with at least one area of responsibility in the department or for the wider school.

Curriculum

AT KS3 we prepare students for GCSE through a variety of learning opportunities chosen by the teacher, tailored to individual groups.

At KS4, text choice is by negotiation within the department, based on each teacher's area of specialism and prior experience.

At KS5, we offer Literature, Language and Film Studies. A large proportion of the Sixth Form community choose to study at least one of our subjects.

Timetable

We run a 2 week timetable of 5, 1 hour lessons each day. At KS3, students have 6 lessons per fortnight. At KS4, students have 8 lessons per fortnight. At KS5, students have 10 lessons per fortnight.



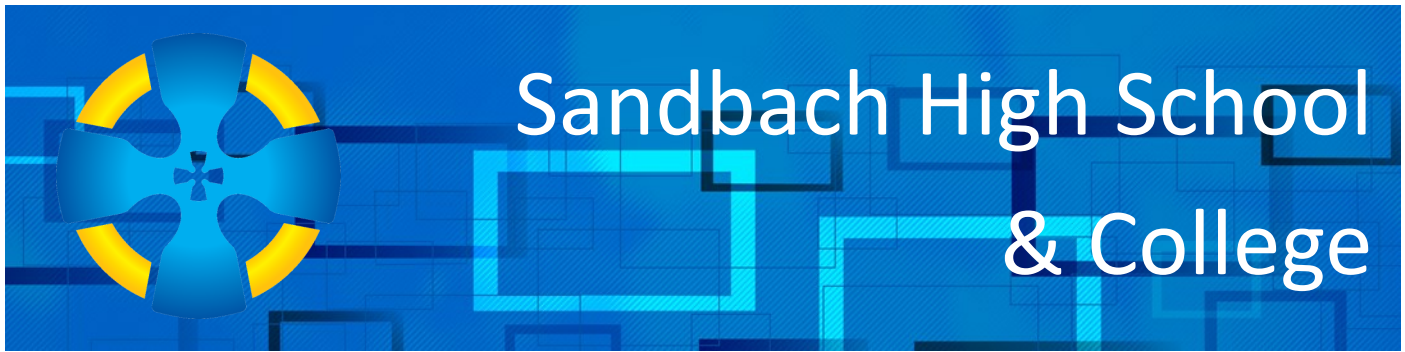
Sandbach High School & College

Person Specification

Job Title: Teacher of English

The Trustees are seeking to appoint a graduate who is able to demonstrate the following qualities and experience:

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<p>Degree in English Literature or English Language</p> <p>Well qualified graduate (2.1 or above).</p> <p>Qualified teacher with QTS.</p> <p>High standard of subject knowledge.</p>	<p>Evidence of continued professional development</p>
Experience	<p>Experience of teaching KS3 and KS4.</p> <p>Experience of the new linear exam system</p>	<p>Experience of teaching KS5</p> <p>Experience of (or a desire to apply for) marking for the exam board at GCSE or A-Level</p>
Special Aptitudes	<p>Professionalism and integrity</p> <p>Excellent classroom practitioner.</p> <p>Ability to inspire in students a desire to learn and participate</p> <p>Commitment to safeguard and promote the welfare of children.</p>	<p>Understanding of the importance of assessment and tracking in achieving the best outcomes for every student.</p> <p>Enthusiasm to lead extra-curricular activities.</p> <p>The desire to support the department in planning improvements.</p>
Interpersonal Skills	<p>A good communicator.</p> <p>Work with energy and commitment.</p> <p>Be an effective team member, proactive at contributing to departmental activities.</p> <p>Sensitive to the needs of others.</p> <p>Supportive.</p> <p>Self-confidence.</p>	
Personal Attributes	<p>Good attendance record.</p> <p>Have a passionate commitment to our school's ethos.</p> <p>Organised with excellent time management and planning skills</p>	<p>Well-read with a passion for their subject</p> <p>An interest in the changing nature of English teaching and a willingness to collaborate.</p>



GDPR PRIVACY NOTICE FOR JOB APPLICANTS

Data controller: Sandbach High School & Sixth Form College
Data protection Officer: School Business Manager 01270 527434

Introduction

As part of any recruitment process, Sandbach High School & Sixth Form College collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by Sandbach High School & Sixth Form College on paper or in electronic format.

Sandbach High School & Sixth Form College is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information during the recruitment process. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all job applicants, whether they apply for a role directly or indirectly through an employment agency. It is non-contractual.

Sandbach High School & Sixth Form College has appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or about how we handle your personal information, please contact The School Business Manager at the school.

Data protection principles

Under the GDPR, there are six data protection principles that Sandbach High School & Sixth Form College must comply with. These provide that the personal information we hold about you must be:

- Processed lawfully, fairly and in a transparent manner.
- Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to those purposes.
- Accurate and, where necessary, kept up to date.
- Kept in a form which permits your identification for no longer than is necessary for those purposes.
- Processed in a way that ensures appropriate security of the data.
- Sandbach High School & Sixth Form College is responsible for, and must be able to demonstrate compliance with, these principles. This is called accountability.

What types of personal information do we collect about you?

Personal information is any information about an individual from which that person can be directly or indirectly identified. It doesn't include anonymised data, i.e. where all identifying particulars have been removed. There are also "special categories" of personal information, and personal information on criminal convictions and offences, which requires a higher level of protection because it is of a more sensitive nature. The special categories of personal information comprise [information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs](#), trade union membership, health, sex life or sexual orientation and genetic and biometric data.

Sandbach High School & Sixth Form College collects, uses and processes a range of personal information about you during the recruitment process. This includes (as applicable):

- your contact details, including your name, address, telephone number and personal e-mail address
- personal information included in a CV, any application form, cover letter or interview notes
- references
- information about your right to work in the UK and copies of proof of right to work documentation
- copies of qualification certificates
- copy of driving licence
- other background check documentation
- details of your skills, qualifications, experience and work history with previous employers
- information about your current salary level, including benefits and pension entitlements
- your professional memberships

The purposes for which we are processing, or will process, your personal information are to:

- manage the recruitment process and assess your suitability for employment or engagement
- decide to whom to offer a job
- comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in the UK
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
- ensure compliance with your statutory rights
- ensure effective HR, personnel management and business administration
- monitor equal opportunities
- enable us to establish, exercise or defend possible legal claims

Please note that we may process your personal information without your consent, in compliance with these rules, where this is required or permitted by law.

What if you fail to provide personal information?

If you fail to provide certain personal information when requested, we may not be able to process your job application properly or at all, we may not be able to enter into a contract with you, or we may be prevented from complying with our legal obligations. You may also be unable to exercise your statutory rights.

Why and how do we use your sensitive personal information?

We will only collect and use your sensitive personal information, which includes special categories of personal information and information about criminal convictions and offences, when the law allows us to.

Some special categories of personal information, i.e. information about your health, and information about criminal convictions and offences, is processed so that we can perform or exercise our obligations or rights under employment law and in line with our data protection policy.

We may also process information about your health and information about any criminal convictions and offences where we have your explicit written consent. In this case, we will first provide you with full details of the personal information we would like and the reason we need it, so that you can properly consider whether you wish to consent or not. It is entirely your choice whether to consent. Your consent can be withdrawn at any time.

The purposes for which we are processing, or will process, health information and information about any criminal convictions and offences, are to:

- assess your suitability for employment or engagement
- comply with statutory and/or regulatory requirements and obligations, e.g. carrying out criminal record checks
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
- ensure compliance with your statutory rights
- ascertain your fitness to work
- ensure effective HR, personnel management and business administration
- monitor equal opportunities

Where Sandbach High School & Sixth Form College processes other special categories of personal information, i.e. information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation, this is done only for the purpose of equal opportunities monitoring in recruitment and in line with our data protection policy. Personal information that Sandbach High School & Sixth Form College uses for these purposes is either anonymised or is collected with [your explicit written consent, which can be withdrawn at any time. It is entirely your choice whether to provide such personal information.](#)

We may also occasionally use your special categories of personal information, and information about any criminal convictions and offences, where it is needed for the establishment, exercise or defence of legal claims.

Change of purpose

We will only use your personal information for the purposes for which we collected it, i.e. for the recruitment exercise for which you have applied.

However, if your job application is unsuccessful, Sandbach High School & Sixth Form College may wish to keep your personal information on file for in case there are future suitable employment opportunities with us. We will ask for your consent before we keep your personal information on file for this purpose. Your consent can be withdrawn at any time.

Who has access to your personal information?

Your personal information may be shared internally within Sandbach High School & Sixth Form College for the purposes of the recruitment exercise, including with members of the HR department, members of the recruitment team, managers in the department which has the vacancy and IT staff if access to your personal information is necessary for the performance of their roles.

Sandbach High School & Sixth Form College will not share your personal information with third parties during the recruitment process unless your job application is successful and we make you an offer of employment or engagement. At that stage, we may also share your personal information with third parties (and their designated agents), including:

- external organisations for the purposes of conducting pre-employment reference and employment background checks
- the DBS, to obtain a criminal record check

- former employers, to obtain references
- professional advisors, such as lawyers

How does Sandbach High School & Sixth Form College protect your personal information?

Sandbach High School & Sixth Form College has put in place measures to protect the security of your personal information. It has internal policies, procedures and controls in place to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. In addition, we limit access to your personal information to those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities. You can obtain further information about these measures from our Data Protection Officer.

Where your personal information is shared with third parties, we require all third parties to take appropriate technical and organisational security measures to protect your personal information and to treat it subject to a duty of confidentiality and in accordance with data protection law. We only allow them to process your personal information for specified purposes and in accordance with our written instructions and we do not allow them to use your personal information for their own purposes.

Sandbach High School & Sixth Form College also has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so.

For how long does Sandbach High School & Sixth Form College keep your personal information?

Sandbach High School & Sixth Form College will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed.

If your application for employment or engagement is unsuccessful, Sandbach High School & Sixth Form College will generally hold your personal information for one month after the end of the relevant recruitment exercise but this is subject to: (a) any minimum statutory or other legal, tax, health and safety, reporting or accounting requirements for particular data or records, and (b) the retention of some types of personal information for up to six years to protect against legal risk, e.g. if they could be relevant to a possible legal claim in a tribunal, County Court or High Court. If you have consented to Sandbach High School & Sixth Form College keeping your personal information on file for in case there are future suitable employment opportunities with us, Sandbach High School & Sixth Form College will hold your personal information for a further six months after the end of the relevant recruitment exercise, or until you withdraw your consent if earlier.

If your application for employment or engagement is successful, personal information gathered during the recruitment process will be retained for the duration of your employment or engagement and in accordance with the privacy notice for employees, workers and contractors.

Personal information which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems and we will also require third parties to destroy or erase such personal information where applicable.

In some circumstances we may anonymise your personal information so that it no longer permits your identification. In this case, we may retain such information for a longer period.

Your rights in connection with your personal information

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. [it's no longer necessary in relation to the purpose for which it was originally collected](#)
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
- data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please contact our Data Protection Officer. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal. If you wish to withdraw your consent, please contact our [data protection officer] [data compliance manager]. Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to, unless we have another legal basis for processing.

If you believe that Sandbach High School & Sixth Form College has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

Transferring personal information outside the European Economic Area

Sandbach High School & Sixth Form College will not transfer your personal information to countries outside the European Economic Area.

Automated decision making

Automated decision making occurs when an electronic system uses your personal information to make a decision without human intervention.

We do not envisage that any recruitment decisions will be taken about you based solely on automated decision-making, including profiling.

Changes to this privacy notice

Sandbach High School & Sixth Form College reserves the right to update or amend this privacy notice at any time. We will issue you with a new privacy notice when we make significant updates or amendments. We may also notify you about the processing of your personal information in other ways.

You're passionate about English? You're excited by what can be achieved in a calm, caring and compassionate environment? You want to make a difference in a happy and exciting school? Read on!

We are currently seeking an ambitious English Teacher (or Assistant Curriculum Leader) for September 2019.

The position has arisen due to the continued growth of the school (our popularity has made us a 10 form entry school) and our pursuit of National Teaching School status and is suitable for NQTs or main scale teachers.

We are an outstanding school with an excellent record of producing high quality English students. As a girls' school with a mixed Sixth Form we are looking to further improve our English department with an enthusiastic and passionate teacher to help inspire our students. We are also looking for a candidate to help further improve our already successful department.

In terms of teaching experience, candidates should be able to teach a combination of the subjects we offer at KS4 and KS5, as well as have the flexibility to teach other subjects at KS3 where applicable.

The right candidate will be forward-thinking, highly motivated and have the right experience to help bring fresh ideas to further improve what is already a genuinely excellent department.

As an outstanding school, we are looking for an outstanding teacher who has a genuine and infectious passion for the subject. They will want to make a real difference to students' enjoyment and progress in maths.

Whatever stage of career you may be at, If you are a highly motivated teacher and/or potential leader, we hope to hear from you.

For further details, please visit: www.sandbachhigh.co.uk

Closing date: Monday 21st January 2019 (12 noon)

Sandbach High School & Sixth Form College is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake a DBS check.