

# **ENFIELD GRAMMAR SCHOOL**

**Market Place**

**Enfield EN2 6LN**

**Telephone 020 8363 1095**

**Fax 020 8342 1805**

**Email: [office@enfieldgrammar.com](mailto:office@enfieldgrammar.com)**

**An Academy Trust**

**Founded 1558**



(Company No. 07697044)

## **Head of /Teacher of Media**

### **June 2017**

# ENFIELD GRAMMAR SCHOOL

Market Place  
Enfield  
Middlesex EN2 6LN

Telephone 020 8363 1095  
Facsimile 020 8342 1805  
Email [office@enfieldgrammar.com](mailto:office@enfieldgrammar.com)  
[www.enfieldgrammar.com](http://www.enfieldgrammar.com)

Headteacher: Mr C Lamb B.A. Hons



**An Academy Trust**  
(Company No. 07697044)

June 2017

Dear Applicant

May I thank you for your interest in this post. I hope that the information provided, alongside the school website, is sufficient to enable you to make your application.

Ideally we'd love you to visit us to see us in action. We then would be confident you would apply to join us. If you would like to visit then please contact Mrs E Carberry, School Business Manager, who will be pleased to be of assistance.

Your written application is an important part of the selection process and you are strongly advised to give careful consideration to the job description and person specification when completing your application form.

I recognise that preparing an application is a time consuming process. Consequently, I should like to thank you in advance for submitting your application. If you are not successful in being shortlisted for interview, may I wish you every success in the future in your search for a suitable job.

Please do not hesitate to contact Mrs E Carberry, School Business Manager, should you require further details.

Yours sincerely

C Lamb  
**Headteacher**



## **ENFIELD GRAMMAR SCHOOL**

Enfield Grammar School is rightly proud of its fine traditions and examination achievements. We are also a school which is intent on ensuring that the breadth and quality of education will, as far as is possible, equip all of our pupils to meet the rapidly changing demands of the future.

We are a Specialist Sports College and converted to Academy status in August 2011. The School has achieved the 'NACE Challenge' and 'Investors in People' awards. There is a strong commitment to supporting staff development.

The School is based on two sites. The Upper School is a mixture of original 16th and more recent 20th Century buildings and is situated just off the Market Square in the centre of Enfield Town. The Lower School, some five minutes' walk from the Upper School, is a 17th Century listed building which houses Years 7 and 8. The school roll is approximately 1100 boys, of whom some 210+ are in the Sixth Form.

The School has a strong commitment to extra-curricular activities of all forms and it is expected that all potential members of staff would be willing to support this commitment. As a comprehensive school dedicated to serving the local community, as it has done since 1558, we admit 180 boys each year, representing the full range of ability from diverse ethnic and cultural backgrounds.

# ENFIELD GRAMMAR SCHOOL

## ENFIELD GRAMMAR SCHOOL

### JOB DESCRIPTION



An Academy Trust  
(Company No.07697044)

### TEACHER OF MEDIA

#### **Purpose of the job:**

The teaching of pupils and the associated pastoral duties in respect of those pupils, in accordance with the aims and objectives of the School.

**Responsible to:** The Headteacher and Governing Body

#### **Main Duties and Responsibilities:**

This post is subject to the current conditions of employment of teachers contained in The School Teachers' Pay and Conditions Document.

#### **Planning**

- Identify clear teaching objectives and specify how they will be taught and assessed
- Set tasks which challenge pupils and ensures high levels of interest
- Set appropriate and demanding expectations
- Set clear targets for pupils building on prior attainment
- Identify SEN and gifted pupils
- Provide clear structures for lessons, maintaining motivation, pace and challenge
- Select and prepare and organise resources with the help of support staff where appropriate
- Make effective use of assessment and ensure coverage of the scheme of work/programme of study

#### ***Teaching and Learning***

- Establish a purposeful learning environment where pupils feel secure and confident
- Teach clearly structured lessons which interest and motivate pupils
- Organise teaching and learning time effectively

- Organise and manage the physical teaching space, tools, materials, texts and other resources safely and effectively with the help of support staff where appropriate
- Set high expectations for pupils' behaviour and manage pupils' behaviour constructively
- Use ICT effectively
- Provide homework and other out-of-class work that consolidates and extends work carried out in class
- Work collaboratively with other colleagues
- Evaluate teaching in order to improve effectiveness
- Consult with subject leader and Line Manager about professional development

### ***Monitoring and Assessment***

- Make appropriate use of a range of monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives
- Monitor and assess pupils' work giving constructive feedback to support pupils as they learn
- Set targets for progress
- Assess pupils' progress accurately, using, as appropriate, National Curriculum, requirements of Awarding Bodies, etc
- Record pupils' progress and achievements systematically
- Use records as a basis for reporting on pupils' attainment and progress orally and in writing for parents, carers, other professionals and pupils

### Selection Criteria/Person Specification

D = Desirable

I = Interview

- Qualified teacher status
- Degree which includes a substantive element for English

- English to GCSE
- English to 'A' level
- the National Curriculum in English
- ICT and the learning of English

- the issues concerning raising the attainment of boys
- the issues regarding the teaching of English to both able pupils and pupils with SEN
- the needs of a diverse comprehensive school community
- the AFL agenda in English

- co-operate effectively with colleagues
- support the school policy of recording and reporting
- accept advice and criticism and act accordingly
- form effective relationships with pupils and staff
- employ effective strategies of classroom control and management
- perform clerical and administrative tasks efficiently

- determination to raise the achievement of all pupils
- has high expectations for all
- willing to teach all ages and abilities (up to at least GCSE)
- to contribute to curriculum development
- to support the school's equal opportunities policy
- to contribute to extra-curricular activities

- enthusiasm for English
- sense of humour

EGS-Media-June 2017

## **IF YOU ARE CALLED FOR INTERVIEW**

Our intention is to inform the chosen candidate of their success on the day of the interview. For this reason, we would ask all candidates to bring the following with them:

1. Original certificates to support your qualifications
2. Your DfE registration Number
3. Immigration details and work permit (if applicable)
4. Your bank details including bank sort code, account name and number
5. Documents to support your Enhanced with Barred List check through the Disclosure and Barring Service (DBS)
6. Three most recent salary slips.