

Lutterworth High School

Where Learning Comes First



Teacher of English Application Pack

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Lutterworth High School

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Welcome to our school

Dear Applicant

I am delighted that you are interested in the role of Teacher of English at Lutterworth High School. I hope this pack gives you a feel for the school. You are very welcome to visit either during the day or at the end of the school day when you can meet me in person. Please contact pmorey@lutterworthhigh.co.uk to arrange a visit.

We offer an exceptional environment in which to teach. Our staff love being at the school and there is a strong culture of working together and sharing best practice. Staff are proud of their school and strive to deliver the best educational experience for the students. We place a strong emphasis on professional development. Staff are trusted and encouraged to take risks with their teaching.

Our students are eager to learn and there are excellent standards of behaviour. Students are well mannered, polite and happy to be at the school. Students eagerly participate in the wide range of extra-curricular activities on offer. We also have a very strong House ethos. All staff are allocated to either Montgomery, Churchill, Tedder or Cunningham House. Staff enjoy supporting their Houses through our events, especially sporting.

We changed age range from 11-14 to 11-16 in 2015. We have now had two years of excellent results with significantly above average attainment. We were judged 'outstanding' in 2012 and our successful conversion was highlighted in our latest Ofsted report in December 2017.

If you are hardworking, love teaching and want to be part of our team we welcome your application.

Kind regards
Julian Kirby, Headteacher






About Us



Lutterworth High School

Lutterworth High School became an 11-16 school in 2015. Previously it had been an 11-14 middle school. The school has adapted very well to the age range change enjoying excellent results in 2016/2017.

The school is a nice size with a relatively small site. The students describe the school as 'modern and dynamic'. Great care is taken to ensure that the students have an excellent learning environment. Over the years the school has invested in the school infrastructure. All staff receive an ipad and all classrooms have a projector. There is full wi-fi access across the school. There is an excellent library area called The Learning Hub and we have The Terrace which is often used for events and also as a place for students to relax.



The school mission statement is 'Where learning comes first.' Staff strive to deliver innovative and exciting lessons. Staff development is a priority for the school. Staff enjoy sharing best practice and there are many external opportunities on offer.

Staff well-being is also of prime importance. Staff working conditions are excellent and there are strong mechanisms to support staff in a caring atmosphere.

Lutterworth

Lutterworth is a delightful market town in south Leicestershire. It has excellent amenities for shopping and leisure. It is ideally located for transport. The school is located a 2 minute drive from junction 20 on the M1. The M6 motorway is also easily reached.



"The more you read, the more things you will know. The more you learn, the more places you'll go."

- Dr. Seuss, *I Can Read With My Eyes Shut*

How to apply

TEACHING STAFF VACANCY

English Teacher

(Applications from NQT's and PGCE's welcomed)

Closing date: Friday 25th January 12.00pm

Required from: Easter or September 2019

- Please read this application pack carefully. On page 6 you will find the person specification, which lists the key competencies that we are looking for.
- Complete an application form, this can be found by clicking [here](#). CVs will not be accepted.
- Please make sure you address the criteria outlined in the competencies (page 6) when writing your supporting letter (two sides of A4 maximum)
- School visits are welcomed so that you can get a feel for Lutterworth High School before applying. To arrange a visit, please email pmorey@lutterworthhigh.co.uk
- Should you have any queries on the application process, please contact Shirley Thompson on 01455 883783.
- Completed applications should be sent by email to Shirley Thompson sthompson@lutterworthhigh.co.uk
- References will be sought for shortlisted candidates prior to the interview date. The successful candidate will be required to complete an enhanced DBS check.



Person Specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Degree ▪ PGCE 	<ul style="list-style-type: none"> ▪ Evidence of further educational professional development
Experience	<ul style="list-style-type: none"> ▪ PGCE/previous teaching practice experience at KS3 and KS4 	<ul style="list-style-type: none"> ▪ Experience of teaching within your subject area
Knowledge	<ul style="list-style-type: none"> ▪ Grounding in teaching and learning strategies and the role of assessment ▪ Sound knowledge and understanding of your subject area 	<ul style="list-style-type: none"> ▪ Use of differentiated / personalised approaches to teaching
Skills	<ul style="list-style-type: none"> ▪ Ability to communicate clearly & effectively ▪ Commitment to high quality teaching ▪ Ability to work as part of a team 	<ul style="list-style-type: none"> ▪ ICT skills to enhance teaching and learning in your subject area
Attitudes & Values	<ul style="list-style-type: none"> ▪ Enthusiastic about teaching students of all abilities ▪ Commitment to improving teaching & learning ▪ Enthusiasm about your subject area and working with students ▪ Willingness to contribute to department development 	<ul style="list-style-type: none"> ▪ Recognise the importance of teaching for the individual
Personal Qualities	<ul style="list-style-type: none"> ▪ Dynamic and energetic ▪ Desire for constant improvement 	

Lutterworth High School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Any offer of appointment will be conditional upon an enhanced DBS disclosure, satisfactory references and medical clearance.

Job Description

1. INTRODUCTION

1.1 NAME OF POST HOLDER:

1.2 Post Title: **ENGLISH TEACHER**

1.3 Post Purpose: Under the reasonable direction of the Head teacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.

To monitor and support the overall progress and development of students as a teacher/ Form Tutor.

To ensure robust tracking systems are in place to monitor pupil progress.

To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

To contribute to raising standards of student attainment.

To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

1.4 Reporting to: Curriculum Leader and Progress Leaders.

1.5 Responsible for: The provision of a full learning experience and support for students.

1.6 Liaising with: Headteacher, Leadership Team, teachers and support staff, LEA representatives, external agencies and parents.

1.7 Working Time: Full Time

1.8 Salary/Grade: Main Pay Scale.

1.9 Disclosure level Enhanced.

2. TEACHING

2.1 To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.

2.2 To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.

2.3 To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.

- 2.4** To ensure that ICT, Literacy, Numeracy, SMSC are reflected in the teaching/learning experience of students.
- 2.5** To undertake a designated programme of teaching.
- 2.6** To ensure a high quality learning experience for students which meets internal and external quality standards.
- 2.7** To prepare and update subject materials.
- 2.8** To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 2.9** To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 2.10** To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- 2.11** To mark, grade and give written/verbal and diagnostic feedback as required.

3. OPERATIONAL/ STRATEGIC PLANNING:

- 3.1** To assist in the development of appropriate syllabuses, resources, schemes of work, assessment policies and teaching strategies in the Curriculum Area and Department.
- 3.2** To contribute to the Curriculum Area and department's development plan and its implementation.
- 3.3** To plan and prepare courses and lessons.
- 3.4** To contribute to the whole school's planning activities.

4. CURRICULUM PROVISION:

- 4.1** To assist the Head of Department and the Deputy Head responsible for Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

5. CURRICULUM DEVELOPMENT:

- 5.1** To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.

6. STAFFING:

- 6.1** To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- 6.2** To continue personal development in all the relevant areas including subject knowledge and teaching methods.
- 6.3** To engage actively in the Performance Management Review process.

- 6.4** To ensure the effective/efficient deployment of classroom support.
- 6.5** To work as a member of a designated team or teams and to contribute positively to effective working relations within the school.

7. QUALITY ASSURANCE:

- 7.1** To adhere to school quality procedures.
- 7.2** To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- 7.3** To review from time to time methods of teaching and programmes of work.
- 7.4** To take part, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

8. MANAGEMENT INFORMATION - DATA:

- 8.1** To maintain appropriate records and to provide relevant accurate and up-to date information for SIMS, registers, etc.
- 8.2** To complete the relevant documentation to assist in the tracking of students.
- 8.3** To track student progress and use information to inform teaching and learning.

9. COMMUNICATIONS & LIAISON:

- 9.1** To communicate effectively with the parents of students as appropriate.
- 9.2** Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- 9.3** To follow agreed policies for communications in the school.
- 9.4** To take part in liaison activities such as Open Evenings, review days and liaison events with partner schools.
- 9.5** To contribute to the development of effective subject links with external agencies.

10. MANAGEMENT OF RESOURCES:

- 10.1** To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- 10.2** To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

11. PASTORAL SYSTEM:

- 11.1** To be a Form Tutor to an assigned group of students.
- 11.2** To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.

11.3	To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
11.4	To register students, accompany them to and in assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
11.5	To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
11.6	To contribute to the preparation of action plans and progress files and other reports.
11.7	To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
11.8	To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
11.9	To contribute to PSHE and citizenship and enterprise according to school policy.
11.10	To apply the Discipline for Learning (D4L) systems so that effective learning can take place.

12. SCHOOL ETHOS:

12.1	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage students to follow this example.
12.2	To support the school in meeting its legal requirements for worship.
12.3	To promote actively the school's corporate policies.
12.4	To continue personal development as agreed.
12.5	To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

13. SPECIFIC DUTIES:

13.1	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher and any other duty as specified by STPCB not mentioned in the above.
13.2	To engage actively and appropriately in the review process.
13.3	Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
13.4	Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
13.5	Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

13.6

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

14. SIGNATURES:

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

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