

Think Freemen's



Appointment of
Head of English

Information for Candidates

Introduction

These are exciting times at Freeman's. There is a new Senior Leadership Team in place, which is moving the School in new and challenging directions as we deliver on our mission of inspiring our children to learn, lead and make a difference. We believe that if we can motivate and inspire pupils and staff to give of their best at all times, the School will continue to grow and thrive.

The School was founded by Warren Hale in Brixton in 1854 to provide a 'religious and virtuous education' for the orphaned children of Freeman of the City of London. Freeman's moved to its present site, Ashted Park, in 1926, following expansion, and is today a non-denominational school with a strong ethos of community and service in accordance with values and wishes of its original founders. It occupies a magnificent site with modern buildings alongside the original house set in 57 acres of parkland.

Freeman's today is an independent co-educational day and boarding school for 920 pupils aged 7 – 18. The Junior School (ages 7 – 13) has 400 pupils on roll; the Senior School (ages 13-18) has 520 pupils on roll, approximately 300 of whom are in the Senior School. Pupils enter the School at 7, 11, 13 and 16 and the School is oversubscribed at every level. About fifty-five pupils are boarders, most of whom are international students. The majority of boarders are in the Sixth Form.

Whilst the School's academic record is amongst the highest in the country, the focus within the School is on every individual finding a path which is appropriate for them. The emphasis in the Junior School is on Kindness, Honesty and Fun and the Senior School picks up that message with a pastoral programme that emphasizes the importance of a strong, supportive community in which every member, staff and student, feels respected, supported and valued. As a result, we are able to support our young people to meet successfully the tests of life they face every day.

Freeman's is academically selective and is the leading co-educational school in the area. Pupils achieve excellent results. In 2019 at GCSE, 34% of entries were 9s; 83% were graded at A*-A or 7/8/9. At A Level, 64% of grades were at A*/A, continuing the record-breaking trend for the School; 29% of grades attained were A* grades. The majority of students from Freeman's go on to University study at either Russell Group or Oxbridge, although the nature of the School is happy to accept a diverse range of destinations appropriate for the needs of the students, this includes studying abroad and apprenticeships.

Although the academic is the 'bread-and-butter' of life at Freeman's, we provide a truly holistic education for the young people in our care and the School is rightly proud of the high standards achieved in sport, music and drama and by the range of enrichment opportunities available to pupils in the School.

The School is one of three independent schools managed by the City of London Corporation (The City). The City provides financial support in the form of bursaries and scholarships. Other links with the City of London and the Livery Companies are strong.





In the past ten years, more than £20 million was invested in facilities at the School, and Freeman's has embarked on an ambitious building development plan to further enhance its teaching, recreational and boarding facilities. Our contemporary Music School, award-winning swimming pool and stylish boarding house have been completed as has complete refurbishment of the Georgian Mansion house, designed by Sir Thomas Wyatt. This will give our Sixth Form a new home in the heart of the School. This will be followed by developments to our Junior School.

Freeman's is a forward-looking school with an ambitious agenda to support development. In addition to the building plan, the School is currently focused on:

- continued development of our proactive approach to student wellbeing, enabling all children to thrive at the School and beyond;
- introducing a new curriculum in 2020, which sees each keystage deliver important opportunities to each student and requires them to use the skills they have learned as they progress through the School;
- embedding a comprehensive staff development programme, which encourages the professional development of all staff in line with their own aims and those of the School;
- developing the School's approach to teaching, learning and innovation and has, to this end, recently made additions to the SLT in order to better support teachers;
- delivering our IT strategy, which will equip students and staff with the tools they need to thrive at the School.

There are approximately 113 full and part time teaching staff in the Junior and Senior schools and they provide committed and inspirational support for students at the School. A small number of staff involved in boarding live on site. Staff facilities include a modern and well-equipped staff room in both the Senior and Junior Schools. There is substantial technical support in the Sciences and technical subjects and excellent facilities to support teaching and administrative duties.

Transport links are good; the School is a mile from Ashted station with regular services to Epsom and London and south to Leatherhead and Guildford. The M25 junction 9 is a seven-minute drive from the School.





The current version of the Good Schools Guide summarizes the School thus:

A school that produces confident, motivated, happy young achievers. A blessing to parents looking for a high-quality stress-free educational route that will take their academically able sons and daughters from age 7 right through to 18. Almost unique in this neck of the woods.

Mission Statement and Aims

Our mission:

We want children at Freeman's to learn, to lead and to make a difference.

Our aims:

We will do this by:

- nurturing a community of learners – adults and children – who are ambitious about what they might achieve in and out of the classroom;
- providing relevant opportunities for pupils to expand their horizons intellectually and socially; athletically and creatively; emotionally and spiritually;
- establishing an environment at Freeman's where everyone involved in the community is respected, trusted and supported;
- encouraging responsibility and capability; honesty and reliability; pride and passion;
- promoting determination and innovation; flexibility and adaptability; kindness and consideration; fostering in our pupils the confidence, curiosity, independence and wisdom to succeed in the next stages of their lives.



Benefits of working at Freeman's

- Freeman's has its own salary scale; remuneration is well above the national scale and compares well with others in the independent sector;
- Staff members will become members of the Teachers' Pension Scheme;
- Fee reductions for the children of teaching staff are available, (after a qualifying period);
- Assistance with certain relocation expenses may be available to a qualifying candidate;
- Training (CPD) is actively encouraged and supported with all staff at the school expected to develop their professional practice through further training and education;
- For those who have yet to train as teachers or who are completing their training the School offers access to *Develop Freeman's*, a comprehensive, fully funded training programme. Support for an applicant seeking to achieve Qualified Teacher Status will be provided, whether they are unqualified, training or newly qualified. This includes those candidates who would like to move from their previous careers into teaching and those candidates who may have just completed their University education;
- We offer use of the on-site facilities at certain times of the day;
- Lunch, snacks and refreshments are provided during term time;
- On-site parking is available;
- A no-smoking policy applies throughout the School site.



The English Department

The English Department is currently staffed by eight staff members: five full-time teachers, two part-time, and one member of the Senior Leadership team. Lessons are taught in three dedicated teaching rooms each with interactive technology; all students in year groups 7-11 have their own IPADS; there is a BYOD policy in place for years 12-13.

At Key Stage 4, the Department offers Edexcel's International GCSE English Language 9-1 (Specification A) and Edexcel's English Literature 9-1 GCSE. At Key Stage 5, the Department follows the linear OCR A Level English Literature course. At present there are five sets in years 10 and 11, and two English sets in years 12 and 13. In 2021 there were outstanding achievements at both key stages with 82% of A Level pupils achieving A/A*; over the past years many of our students went on to study English at Russell Group universities. At GCSE, 67% of pupils were graded 8 and 9 in English Language. In Literature, 71% achieved grades 8 and 9.

The Department attracts many high-achieving students, and we offer a university preparation programme within the Department, which has seen a high level of success over the years. In recent years, six students have gone on to read English at Oxford or Cambridge and many others have gone to universities such as Exeter, Birmingham, York and Warwick; this is a significant reflection of not only the department's ability to deliver a subject but also its capacity to inspire young people.

This is a very busy department. Pupils' academic ability and enthusiasm is stimulated by lively approaches to teaching, innovative approaches to the subject matters and the curriculum being regularly reviewed and updated. The Department runs the School's Debating Society, which attracts many pupils aged 13-18. In addition, a wide range of theatre trips and literary experiences are offered over the course of the year; there is a Shakespeare Society and a Jane Austen Society. The Department works in tandem with the three school librarians, to ensure that all pupils are given opportunities in English that are beyond the classroom.

A vision for the department, ability to lead colleagues, efficient departmental organisation, a sense of fun, a readiness to respond to pupils' individual needs and an enthusiastic, open approach to teaching are among the qualities we desire. We seek a colleague who is passionate and knowledgeable about their subject and able to communicate that to both staff and students. The Department has an open plan office giving the opportunity for quiet work as well as helping to foster the exchange of ideas and support for colleagues, both in the delivery of lessons and in the generation of new resourcing and assessment techniques.



The Role

Job Description

Job Description – Head of English

Reports to: Deputy Head Academic

Purpose of job: leadership of the Department, its vision, staff, academic performance, organisation and administration in line with the School's aims and policies.

Line Management responsibility for: Teachers within the department.

Responsibilities

1. Safeguard the wellbeing of the students at Freeman's, in liaison with the pastoral team;
2. Effective leadership which encourages everyone in the dept. to aspire to excellence;
3. Model excellent practice in line with the Expectations of Staff at Freeman's;
4. Ensure the dept. identifies and meets the different needs of the pupils, enabling every student to give the best account of themselves whilst studying in the dept.;
5. Deliver an annual development plan reflective of the School's aims, strategic intent and department's performance which helps improve the dept.;
6. Lead and manage staff in the dept. in line with School policies including: recruitment, induction, allocating responsibilities and timetabling, seek accreditations, development and training, motivation and appraisal; ensure that teaching staff meet the Expectations of Staff at Freeman's;
7. Deliver an appropriate programme of co-curricular opportunities such as trips, speakers and clubs which go beyond the curriculum, inspire a love for the subject and celebrate those students who contribute;
8. Promote a collegiate culture for teaching and learning where colleagues freely share their practice, department duties e.g. Open Evenings, and help one another to improve;
9. Ensure effective communication within the dept. and across the school; hold regular dept. meetings with agenda, share minutes with SLT; attend meetings on behalf of the department;
10. Attend results days in School; analyse results and write an annual report for the Governors;
11. Ensure accurate knowledge and delivery of exam board requirements, maintain up to date SOWs and ensure students have excellent access to materials;
12. Ensure that the dept. and teachers within it are using assessment data for learning effectively;
13. Liaise with parents on dept. matters, both verbally and in written reports;
14. Manage non-examined assessments, internal and external exam preparation as appropriate;
15. Draw up and seek approval for dept. policies as appropriate and monitor adherence to these policies;
16. Liaise as appropriate with other departments e.g. the Library and the Exams Office;
17. Liaise with the Deputy Head on work set by absent staff of the dept.;
18. Manage the dept.'s resources, displays and classrooms effectively, in line with H&S guidelines;
19. Prepare materials for marketing purposes; attend Open Mornings, Parents' Evenings, Options Evenings and other events where dept. representation is expected;
20. You may also be required to undertake such comparable duties as the School requires from time to time.

Other

- Along with the Head of Maths and the Head of Admissions, the postholder will be responsible for setting and managing the marking of entrance exam papers.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and always give due regard to the health and safety of both themselves and others when carrying out their duties.
- Reporting all accidents to the Bursar via the School's Accident Report Form procedure. Report forms are held in the Medical Centre.
- Informing the Bursar of any concerns regarding Health & Safety and safe working practices.
- Teaching staff will read and act upon, or in accordance with, all the relevant school and departmental policies.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.
- Carrying out the normal supervision duties as laid down in School policies.
- Staff will uphold public trust in the profession and the reputation of the school by maintaining the highest standards of ethics and behaviour, within and outside school. They will show tolerance of and respect for the rights of others and not undermine Fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. They will ensure that their personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Person Specification

Experience required

- Staff should demonstrate a passion for, and expertise in, their subject and use that to inspire the students whom they teach. They should hold a good honours degree in a relevant subject, ideally a 2.1 or higher.
- To either, hold QTS and demonstrate a track record of success, or possess the willingness and ability to become a qualified teacher.
- Someone with an awareness of, and a commitment to, the needs of young people in a school setting; someone who shares the School's commitment to promoting the welfare of and safeguarding children.
- An enthusiastic and dynamic teacher and leader, able to motivate and inspire pupils and staff to achieve the highest standards.
- Someone who can build and maintain professional relationships, striking the right balance between formal and informal channels.
- Someone with good time management skills, able to cope with the demands and life of a busy leading independent school.
- An effective communicator.
- Someone with good ICT skills and the ability to deal with the administrative routines.
- Someone who can demonstrate a love of learning and who seeks to develop their professional practice.

Professional expectations of all staff

- **Safeguarding:** staff will be kind, fair and respectful to students and each other, challenge others when they are unkind, unfair or disrespectful and have the highest regard for the students' safety and their safeguarding duties, whether on or off school premises.
- **Appearance:** smart professional dress, or appropriate co-curricular clothing, at all times.
- **Availability:** prompt attendance during the School's operating hours and a commitment to completing School business is expected.
- **Awareness and use of Freeman's policies:** staff will be able to access and use policies as necessary, and read and act upon them appropriately.
- **Behaviour:** staff will establish Freeman's as a place of learning and will determine clear boundaries of behaviour, based on mutual respect and trust. Staff will have high expectations of students and will manage their behaviour effectively.
- **Collective responsibility:** staff share collective responsibility for Freeman's standards, reputation and property, should treat them with respect and care, and insist others do likewise.
- **Communication:** staff will expect high standards of communication from students and will, in turn, demonstrate accurate, timely and appropriate communication when dealing with students, parents and colleagues.
- **Ethics and behaviour:** staff will uphold public trust in the profession and the reputation of Freeman's by maintaining high standards of ethics and behaviour, within and outside School. They will be respectful and tolerant of the rights of others, including colleagues, and not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. They will ensure that their personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- **Leaders:** staff will be leaders in the School, exercising good judgement and modelling the behaviour and habits that are expected of the students.
- **Learners:** staff will show and share a passion for their subject or discipline(s). They will seek to develop as professionals and as specialists, will be open to feedback and will seek opportunities to collaborate with colleagues and engage with relevant research.
- **Planning:** teaching staff will have a sense of where the lesson fits within the scheme of work and plan well-structured lessons using an appropriate range of pedagogies.
- **Use of feedback:** staff will seek to use feedback for themselves and, is appropriate, their students and will complete assessments and reports in a timely fashion in the appropriate manner and style.

Applications

How to apply:

Applicants should send a letter of application and a completed application form to the Headmaster via CLFS-Recruitment@cityoflondon.gov.uk, to arrive no later than **9am, 20th September**. Shortlisted candidates will be called for interviews that will take place on **29th September**.

Freemen's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email CLFS-Recruitment@cityoflondon.gov.uk to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).

Shortlisted applicants will be invited to the School for interviews and will also have the opportunity to see the department, meet the staff of the department, and demonstrate their teaching skills in the classroom.



www.freemens.org

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