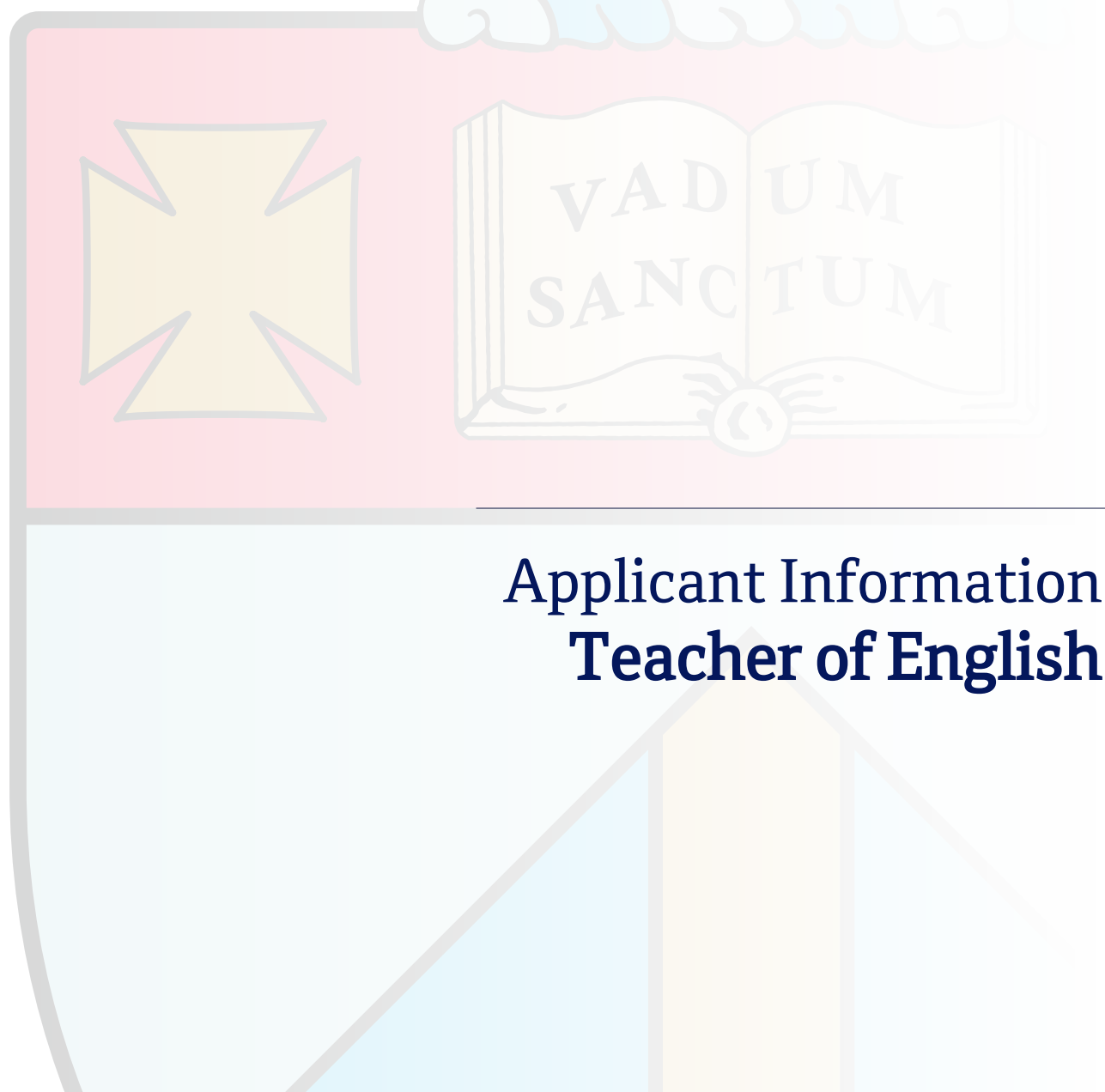
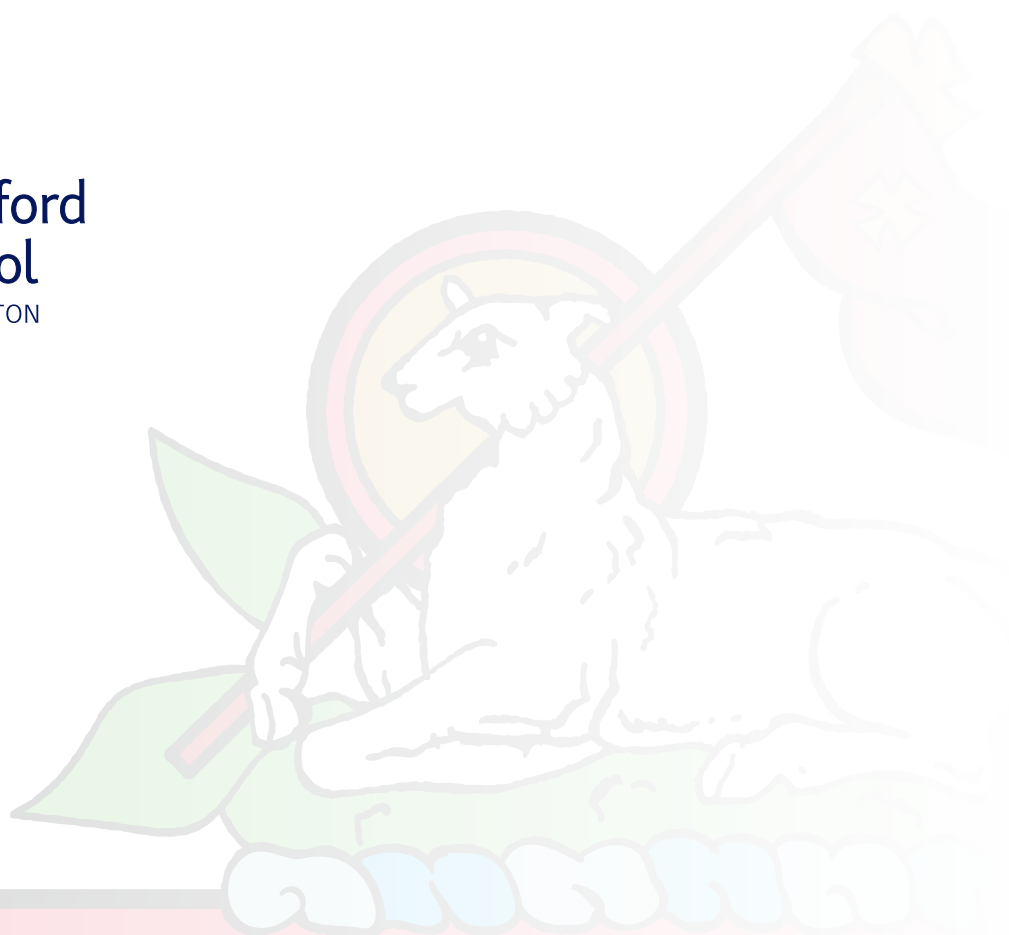




**Halliford
School**
SHEPPERTON



Applicant Information Teacher of English

Welcome from the Headmaster

Dear Applicant

Thank you for the interest you have shown in Halliford School and our current position of English Teacher. May I take this opportunity to welcome you to our wonderful school and I hope that what you will read on the following pages will encourage you to come and see for yourself what an inspiring place Halliford School is to learn and work at, you would be joining us at a very exciting time in our development.

As the Headmaster, I am working with the students and staff here to create a school where we strive for excellence in all that we do. My job along with my colleagues on the senior leadership team is to support and empower our dedicated members of staff as they strive to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing new staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning where possibilities for our students are endless.

At Halliford School we recognise that every child is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complemented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations and instilling in them confidence and resilience for the future.

As young Hallifordians we recognise that a child's potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities, while working hard with them to develop any areas that might need further improvement. We are able to offer small class sizes which enable personalised teaching and learning strategies suitable for our boys.

We recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

There are currently over 400 pupils on roll. The school teaches boys in Years 7 – 11 and since 2007 has taken girls into Sixth Form. In November 2014, the School was accepted into membership of HMC and was found compliant in all areas during the ISI Inspection October 2018. The School has seen expansion since the year 2000 and has an impressive array of facilities including a dedicated Theatre, Teaching Blocks, Technology Building, multi-purpose Sports Hall, Gym and Sports Fields, both at School and on a nearby separate site. More recently the School completed the magnificent Philip Cottam Centre which houses: Music, Art, Sixth Form Centre and Cafe. Exciting plans are now being considered by the dynamic governing body for the next phase of development at the School. Further details about the School can be found on our website at:

www.hallifordschool.co.uk

We are proud of the many excellent results achieved by our students and this year we are delighted that we are on track for another superb set of results and some magnificent University destinations for our Upper Sixth Form, including the top Russell Group Universities.

The Staff Room at Halliford is welcoming and supportive of new colleagues. Our boys are full of energy and enthusiasm and we work in an environment founded on the principle of mutual respect for one another. We are a busy school and our staff offer a great number of opportunities to the students. We also seek to offer our staff rich opportunities for personal and professional development and training.

I warmly invite you to consider joining us to be a part of this wonderful School on our exciting journey and I look forward to hopefully inviting you to interview.

Good luck!



Mr J Davies
Headmaster



The Position

We are looking for a well-qualified, talented and energetic individual to teach English full-time throughout the School. Halliford is a thriving School with a particularly friendly and supportive staff and pupil community. The successful candidate will be expected to participate in the School's extensive pastoral and extra-curricular programme. This post would be suitable for an NQT or a more experienced teacher.

Process of Application

We trust that this brochure will provide you with helpful information on which to make a decision regarding your application for this post.

Along with this pack, you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Claire Worrell, the Headmaster's PA who will be delighted to assist you.

Telephone: 01932 234925. E-mail:

head.pa@halliford.net

If you would like to come and pay us a preliminary visit, you would be warmly welcome at a mutually convenient time. To arrange this, please contact Mrs Claire Worrell, the Headmaster's PA.

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the Headmaster's PA to arrive no later than 12 noon on 29th April. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to bring with them proof of identity and address along with any original certificates pertaining to their qualifications.

Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

The English Department

As a core subject, the English Department is a busy and successful one, highly regarded within the school, with students consistently achieving wonderful results.

The Department has four full-time members of staff who work closely together as a team. The successful candidate will teach throughout the school, including GCSE and possibly A level.

The Department aims to develop pupils' skills in reading, writing, and speaking and listening. We cover a range of literature from Shakespeare to Suzanne Collins, the poetry of Browning to Wilfred Owen, Robert Louis Stevenson to Louis Sachar, and much in between. The Department has an excellent record of helping candidates across the ability range to achieve their best potential results. Last year saw a 100% pass rate in English Literature and 99% in English Language. Our A level results were equally impressive with 100% A* - C grades.

In Year 7, pupils study English for five forty-minute periods a week and in Years 8 and 9, pupils have four forty-minute periods a week. Through a wide variety of novels, poetry, non-fiction and plays, pupils hone skills in presentation, creative writing and analytical writing. Texts include two Shakespeare plays, war literature, and speeches that have changed the world.

Pupils follow specification A of the Edexcel IGCSE English Literature and Language course. Pupils are placed into four sets in Year 10 and

will study the set Anthology for their Language examinations. Sets three and four produce two pieces of written coursework, as part of their overall grade. All pupils will also produce two pieces of coursework on Macbeth and An Inspector Calls, which is worth 40% of their overall Literature grade.

In the Sixth Form, we offer A level English Literature following the new Edexcel syllabus.

Extra-curricular activities and trips are an important part of our courses. In Year 8, pupils have the opportunity to take part in the Shakespeare Extravaganza a two-night set of performances where the whole year group are engaged in presenting a series of scenes from a chosen Shakespeare play to packed audiences of appreciative parents and friends. In Year 10, all pupils take a three-day trip to the French and Belgian World War I battlefields. In addition, there is an annual Creative Writing Competition and Evening, with workshops and final judging by a professional author. Throughout the year, pupils are offered a Creative Writing lunch time club and the chance to join the Young Reporters scheme. Halliford has also fielded several highly successful public speaking teams in the Youth Speaks competition; in recent years our team went all the way to the final round.

Facilities

The department benefits from four large spacious classrooms all equipped with interactive smart whiteboards. There is also a large departmental office with space for each of the staff to work on their own PC.

Current Staffing

Head of Department

Donna Mitchelmore

English Teachers

Jackie Butler-Smith – Also Head of Wadham House and Head of PSHE

Joe McElroy

To be appointed





Halliford School

Job Description – Teacher of English

Salary

The post holder will be paid on the appropriate point of the Halliford School Teacher's Pay Scale. We have our own pay scale, which is significantly above the maintained sector.

Lines of Responsibility

The Teacher of English is directly responsible to the Head of English on curriculum matters and the relevant Head of House for pastoral issues.

Job Content

Strategic Purpose

- The basic duties of a teacher are outlined in the Staff Handbook and include the role of form tutor. All members of staff are expected to contribute to the rich extra-curricular life of the school.

Operational Responsibilities

Teaching

- Teach English Language and Literature as required from Key Stage 3 to GCSE and A Level (Literature only)
- Plan high quality lessons in accordance with the departmental Scheme of Work
- Take full account of students' prior levels of attainment and use this along with available academic data to inform planning.
- Maintain good discipline by following the school's policies and procedures.
- Establish a purposeful working atmosphere during all lessons and activities.
- Set appropriate and challenging goals for all students.
- Identify and work appropriately with those students with 'Special Educational Needs and Disabilities', 'Potential High Achievers', and those with 'English as an Additional Language'.
- Organise and deliver English clinics / drop-in sessions, as required.
- Communicate effectively with parents.
- Set work when required for absent students and e-mail to parents.

Assessment, Recording and Reporting

- Keep accurate and regular records of students' work.
- Mark and return work set, including homework in line with the departmental and whole school policies and within an agreed and reasonable time.
- Carry out assessment programmes as agreed by the Head of Department and Director of Studies.
- Complete detailed full written reports and grade cards in line with the whole school reporting schedule.
- Attend parents' evening as required and keep parents regularly updated about their child's performance and targets.

Extra-Curricular

- To take a full and active role in the extra-curricular programme on offer at the School.
- To organise and participate in educational visits.
- To prepare suitable classroom and departmental display material.
- To participate in the School Open Days and Entrance Examination day.
- To participate once a week as a member of the staff duty team.

Pastoral

- To be a form tutor to an agreed year group providing pastoral and academic oversight to a group of approximately 15-20 students.

Performance Management and Professional Development

The teacher will be part of the School's Performance Management Scheme. S/he will be assigned an appraiser (usually the Head of Department) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Teacher of English

Person Specification

Applicants should:	Essential	Desirable	Primary means of assessment
Have a good Honours Degree	✓		Application Form
Evidence of qualification to teach English to A level		✓	Application Form
Demonstrate they have maintained an up-to-date knowledge of subject and teaching methodologies	✓		Supporting Letter / Application Form
Have a good understanding of assessment and public examinations	✓		Supporting Letter
Have Qualified Teacher Status / PGCE or be willing to undertake this qualification at the School		✓	Application Form
Have high expectations of students	✓		Interview
Be able to communicate effectively with students age 11 - 18	✓		Interview
Be able to communicate effectively with colleagues	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Act upon and listen to advice from colleagues	✓		Interview
Have a good range of teaching strategies	✓		Interview
Be able to effectively use data to help students achieve their full potential		✓	Supporting Letter
Demonstrate knowledge of how to plan for effective learning	✓		Interview
Ability to prioritise effectively	✓		Interview
A professional approach, which inspires confidence in students and parents.	✓		Interview
Be able to teach challenging and well organised lessons as part of a scheme of work	✓		Interview
Mark effectively	✓		Interview
Ability to coach a team sport		✓	Interview
Have a sound understanding of Safeguarding within the teaching profession	✓		Interview
Understand the needs of SEND, PHA and EAL students		✓	Supporting Letter
Excellent written and ICT skills (Microsoft Office)		✓	Interview
Be willing to participate in the wider extra-curricular life of the School	✓		Interview
A good sense of humour	✓		Interview

Shepperton and South West London

Halliford School is situated alongside the banks of the River Thames in a beautiful setting. The school was founded in 1921 as an independent grammar school on the present site. The building closest to its road is the oldest, a tall-storied Georgian House set in six acres beside the River Thames that was once home to Emma Hart (later Emma, Lady Hamilton) when she lived with Charles Francis Greville before she married and then became Lord Nelson's mistress.

The village of Shepperton is equidistant between the towns of Chertsey and Sunbury-on-Thames. The village is mentioned in the Domesday Book, where it was an agricultural village.

Probably most well-known for the local film studios, the village is home of approximately 10,000 people and boasts a magnificent high street with all the individual shops and restaurants so often lacking from most modern towns. The School works hard to support local businesses and is proud to source the vast majority of our food and provisions from local businesses.

There are many local restaurants and riverside walks and thriving sports clubs and cultural opportunities on offer. The boroughs of Spelthorne, Kingston, Staines and Richmond-upon-Thames offer a vast array of accommodation options ideal for young people and those with a family.

The village is the final stop on a branch line from London Waterloo with services stopping at Vauxhall, Clapham Junction, Wimbledon, Kingston, Teddington, Hampton and Sunbury. The journey time to London is 50 minutes. There is also a further faster route to London from nearby Walton-on-Thames with fast trains taking 25 minutes to reach London Waterloo. The School operates a shuttle bus along with other local services buses to Walton-on-Thames. London Heathrow is approximately 15 minutes by car and 45 minutes by local bus. The M3 and M25 are a few minutes' drive from the School.



Additional Information

Non-contractual benefits to Staff

Pension

Membership of the Teachers' Pension Scheme is offered to all teaching staff.

School Fee Reduction

Children of teaching staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

Initial Teacher Training

Initial Teacher Training through HMC / University of Buckingham and a thorough NQT induction process through ISTIP are available to those staff who require them. A reduced timetable and weekly mentor support are offered to these colleagues.

Meals and Refreshments

All staff are entitled to eat free of charge each day during term time in either main Dining Room or in the Vibe Café where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality teas and coffee are also available daily from the Vibe Café.

Sports Facilities

Members of staff are able to use the School gym and fitness facilities subject to approval from the Director of Sport.

Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff

as well as students including the opportunity to travel and visit new countries.

Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Other Benefits including

- Ability to register with cyclescheme.co.uk
- Childcare vouchers scheme
- Personal accident insurance through the school insurers.

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School. Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required by to be completed by the successful candidate.

Further Information

If you have any queries regarding the application process, please do not hesitate to contact Mrs Claire Worrell, the Headmaster's PA who will be delighted to assist you:

Telephone: 01932 234925

E-mail: head.pa@hallifordschool.co.uk

Halliford School
Russell Road
Shepperton
Middlesex
TW17 9HX

www.hallifordschool.co.uk

www.facebook.com/hallifordschool

www.twitter.com/hallifordhead