



INFORMATION FOR APPLICANTS

Head of English

Full-time

Commencing September 2020

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Dear Candidate,

Thank you for your interest in the position of Head of English at Edge Grove. We are very excited about this role and the opportunities it affords. You will find a lot more information about it and the school in the attached pack but I wanted to give you a sense of the context of this appointment.

I am now in my eighth year of Headship at Edge Grove and I live on site with my wife, Alex, who is very much involved in the life of the school, and our two young children, Edward and Thomas. This is a unique community and we are all aware that we are lucky to be living and working in this school. Edge Grove pupils are all very much individuals but characterised by their generosity of spirit, tremendous enthusiasm, confidence and good manners. They approach school life with committed engagement making the most of the many opportunities available. We are entirely committed to providing an academically rigorous and creative education within a secure and happy environment where our pupils feel nurtured and valued.

Pupil numbers are buoyant and in the last five years they have increased by 45%. We are now at capacity and have commenced a number of development projects to ensure that all our facilities complement the excellent standards of teaching and learning. A new £3.8 million state of the art Lower School classroom building with 6 classrooms, multi purpose hall and offices was opened in November 2019. In recent years, we have introduced dedicated facilities for textiles, graphic design and home economics, refurbished our two science laboratories to a very high standard, provided two dedicated and interactive language classrooms and significantly enhanced our IT infrastructure and capability and moved our Pre School off site.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Edge Grove community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for preparatory education in the 21st century. Attitude and approach are just as important as qualifications and experience although do note that we will insist upon a recognised teaching qualification.

If you have any further questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position. Good luck!

Best wishes,



Ben Evans
Headmaster



THE SCHOOL

Founded in 1935, we are a vibrant and successful day and boarding prep (IAPS) school for boys and girls aged between 3 and 13, characterised by a genuine commitment to the pursuit of excellence. There are currently around 500 pupils at the School with a family style environment for our 40 boarding beds utilised by a range of weekly and flexi boarders. The School employs around 120 staff.

We are fortunate to be situated within 48 acres of parkland, only 15 miles from central London and conveniently located close to the M1 and M25 motorways. Our wonderful setting and facilities ensure our children are exposed to a wide range of experiences and develop confidence in a challenging, fun and inspirational environment.



At Edge Grove we offer a holistic education by encouraging the development of the whole individual, seeking to find and foster talent whether in the classroom, the art room, in music, on the stage or on the sports field. We firmly believe that all children can and will excel at something.

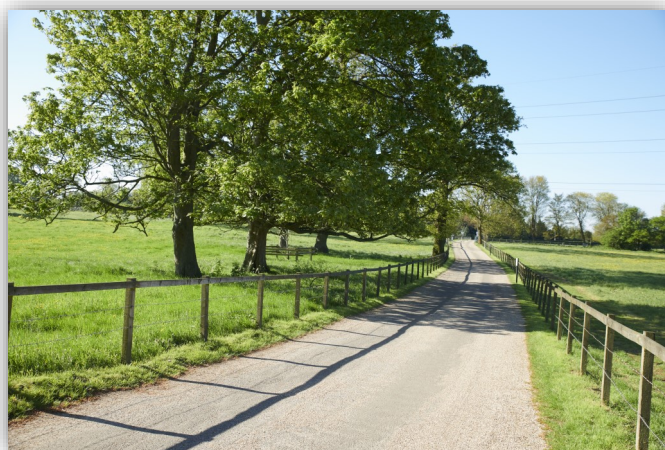
We encompass the traditional values of good manners and self-discipline coupled with a modern and progressive approach. We offer an education that instils self-assurance and a passion for learning that stays with children for the rest of their lives. Our first class teaching resources, strong academic approach and accessible and enjoyable teaching methods allow pupils to progress individually and reach their true potential in all spheres of school life.

performance and children are prepared for a wide range of senior schools across the country, carefully chosen to suit their academic and extra-curricular strengths. Edge Grove pupils characteristically approach the next stage of the educational journey with confidence and distinction.

Edge Grove was most recently inspected under a full integrated ISI inspection in September 2015 and was awarded 'Excellent' across all nine inspection categories. The report highlights how successful the school is in achieving its ambitious aims, including that of providing high standards of academic achievement through innovative teaching to ensure all pupils reach their full potential. It also reflects the importance the school places on learning in its broadest sense and in the recruitment and development of outstanding teachers and leaders.

Our November 2018 ISI Regulatory Compliance Inspection confirmed that we are fully compliant in all the standards, including the Early Years Foundation Stage and the National Minimum Standards for Boarding.

Working at Edge Grove offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The Governors consider the development of excellence in the education offered to the pupils to be the underlying purpose of activities undertaken by all staff.



OUR AIMS

To provide a secure and happy environment in which children feel safe, nurtured and valued.
To promote high standards of academic achievement through innovative, reflective teaching, focussed assessment and a rigorous curriculum to ensure all pupils reach their full potential.
To promote a spiritual and moral awareness in our pupils based on the values of respect, empathy and kindness; developing a sense of service to the school community and beyond.
To foster self-confidence and a lifelong love of learning so that pupils leave as mature, engaging and thoughtful children.
To provide a wide range of opportunities in a co-educational environment to enable pupils to discover and develop interests and expand their experience.

OUR GUIDING PRINCIPLES



Teaching and Learning

The National Curriculum is followed in the Pre Prep (Nursery to Year 2) and in years 3 to 8, the National Curriculum and ISEB 11+ and 13+ curriculums form our main programmes of study.

In Pre School and Reception the principles of the EYFS are broadly followed with a focus on problem solving and creativity, both in the classroom and outdoors.

In year 1 and year 2 the National Curriculum guides our planning enhanced by an emphasis on independent learning and creativity.

Pre Prep

Pupils are class based with specialist teachers for Forest School, P.E. and games, art, music and languages.

Lower School

Pupils are class based and set for English and maths. They have specialist teachers for art, music, drama, technology (home economics, textiles and graphic design), computing, languages, P.E. and games.

Upper & Middle Schools

Years 5 to 8 are taught exclusively by specialist teachers and develop their independence through having to move around the School during the day to separate faculty areas. All pupils have a form tutor who is responsible for their pastoral care.

Our programmes of study are designed to be creative, innovative and engaging as well as academically rigorous, incorporating the principles of Building Learning Power to enable our pupils to be confident and independent learners. We also aim to equip our pupils with the skills necessary to lead successful lives in the 21st century; resilience, confidence, assertiveness.

We take pride in the vast range of options we offer our parents for their children with staggered pick up between 4.15pm and 6pm and activity choices over a five day week including an option for prep.

Pupils either take 11+ in Year 6 and move on to a range of local independent schools or stay on for the Edge Grove Baccalaureate Award Programme and entry to a range of leading Public Schools at 13+.



THE ROLE

At Edge Grove we are looking for an inspirational and energetic practitioner to be responsible for all aspects of English across the whole School.

The successful candidate will be either primary or secondary trained with an appropriate degree and a teaching qualification.

The post is offered on a full-time basis and therefore the ability to teach another subject (PE/ Games) would be desirable.

At Edge Grove we are looking for excellent teaching skills, drive, imagination and the ability to motivate pupils in order to bring out the best in them. The person appointed will work well in a team and show initiative when working with colleagues and pupils.



MAIN RESPONSIBILITIES

OVERALL

- Support the School in its aims and objectives.
- Promote the academic ethos and life of the school.
- Comply with the Teachers' Standards as published by DfE 2013 as may be subsequently amended.
- Set high expectations in terms of enthusiasm for learning, punctuality and commitment.
- Dress in a way that is commensurate with the School working environment.

TASKS AND DUTIES

Key Head of Department Responsibilities

- To provide professional leadership and management for a specific subject department to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.
- To ensure the department is managed and organised to meet the aims and objectives of the school.
- To ensure that practices improve the quality of education provided, meet the needs and aspirations of all pupils and raise standards of achievement in the school.
- To play a key role in supporting, guiding and motivating teachers within the department and other adults.
- To evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for pupils and staff and to inform future priorities and targets for the department.
- Hold regular department meetings (with minutes) to ensure continuity and progression within the department across the school (Pre-Prep, Lower and Upper School).
- Liaising with other Heads of Department to ensure that opportunities for cross-curricular links are maximised.
- Ensure that the departmental learning environment is stimulating, well-resourced and includes a range of interactive displays that not only reflect pupils' learning but can also be used as an independent learning tool.

Key Subject Teaching Responsibilities

- Carry out teaching duties as required and in accordance with the School's schemes of work and the Independent Curriculum guidelines.
- Liaise with colleagues to deliver units of work in a collaborative way.
- Work with HODs, Subject Coordinators and the Learning Support Department.
- Teach according to the educational needs of the pupils assigned to him/her, including setting and marking work considered desirable for the good performance of the pupils in terms of academic and social development.
- Seek to motivate, support and stretch pupils to achieve their full potential.
- Set targets for pupil attainment levels.
- Set work for pupils absent from School.
- Demonstrate exemplary classroom practice.
- Expand one's knowledge, understanding and skills by keeping up to date with recent education initiatives and literature.
- Contribute to the review of appropriate policies and procedures.
- Monitor the condition and safe use of classroom equipment and facilities.
- Follow standard, 'whole school' agreed policies.

Staff Meetings

- Participate in weekly or more frequent meetings and staff training at the school which relate to the curriculum for the school or the administration and organization of the school.
- Attend all Staff Inset at the beginning and end of terms and as directed by the Headmaster.

Discipline and Relationships

- Maintain good order, discipline and respect for others among pupils.
- Promote an understanding of the school's code of conduct and values.
- Develop relationships with and between pupils conducive to optimum learning.

Assessments, Reports and Communication with Parents

- Keep records of pupils' performance for internal assessments.
- Build and maintain co-operative relationships with parents and communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
- Provide termly written reports and references for individual pupils as required.

Appraisal or Review of Performance

- Participate in the school's appraisal process and attend review and follow-up meetings as required.

Professional Development

- Keep up-to-date with current educational thinking and practice by both personal study and attendance at school training sessions, meetings and courses (IAPS, Herts for Learning).

School Policies

- Be familiar with all school policies, both those pertaining to teaching and school life in general and ensure they are accurately and consistently implemented.

Corporate Life

- Take part in the corporate life of the school by attending assemblies, school productions and major events and supervising pupils before and after School sessions.
- Cover for absent colleagues and carry out other supervisory duties as required.
- Contribute to the extra-curricular life of the School as required.

JOB SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	Recognised, relevant and suitable teaching qualification – QTS or equivalent	A first aid qualification – training will be provided if not already held.
Experience	Excellent subject knowledge of teaching English up to Year 8 including Scholarship. Staff management and subject leadership in a school environment.	Experience of teaching another subject (KS2/3) including games/ PE
Ability / Skills	A highly motivated and inspirational teacher, with a vision on how to take your department forward, encompassing our school ethos.	Enthusiasm and willingness to participate in a wide range of extra-curricular activities on offer at Edge Grove.
	An inspirational, committed and highly effective educational practitioner, dedicated to achieving the best outcome for every individual child both in and out of the classroom.	
	Has a sharp and progressive vision for the teaching and learning in a successful and dynamic school.	
	Has an outstanding outlook towards the pastoral care of children and a nurturing approach to teaching and learning in all areas.	
	Show initiative in your dealings with children in different situations.	
	Awareness of the need to follow set policies and guidelines within a caring and safe environment for the children.	
	Excellent communication skills with colleagues and parents both in written and oral form.	
	Ability to work well within a team while promoting the best interests of the school.	
	Is committed to the protection and safeguarding of children.	
	Is committed to the personal development of pupils and is driven to attain and maintain our ethos.	
	Will maintain appropriate levels of personal presentation and professional conduct.	
General	An exemplary attendance record in present and previous employment.	
	Demonstrable commitment to personal CPD.	
Personal Attributes	Friendly, sympathetic and supportive personality.	
	Energetic, motivated and enthusiastic.	
	Well organised, with good time management skills.	

CHILD PROTECTION

In the context of his/her employment the member of staff will frequently be in the presence of children and must therefore have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding Policy which is posted on the School's website and staff intranet. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.



TERMS & CONDITIONS

Salary

By negotiation depending on qualifications, skills and experience and in accordance with the School's pay policy available on the School's website <https://www.edgegrove.com/contact-us/job-vacancies/>

Hours of Work

For full time teachers, these are laid down as being Monday to Friday 08:00 to 18:00 during term time and as advised during Inset days and on other days of required attendance. Members of the Games department are expected to facilitate and attend sports fixtures outside these days and hours as required.

As with all its staff, the School may require you to work outside these hours to meet its 'reasonable' needs (e.g. open days and the like). There are usually eight inset days during the year scheduled as being four days prior to the start of the autumn, two days prior to the start of the spring and 1 day prior to the start of the summer terms with one day post the end of the summer term (these are mandatory for all teaching staff).

Probationary Period

This appointment will be subject to the completion of a probationary period of twelve months to the satisfaction of the School. During this period, notice will be eight weeks on either side.

Pension

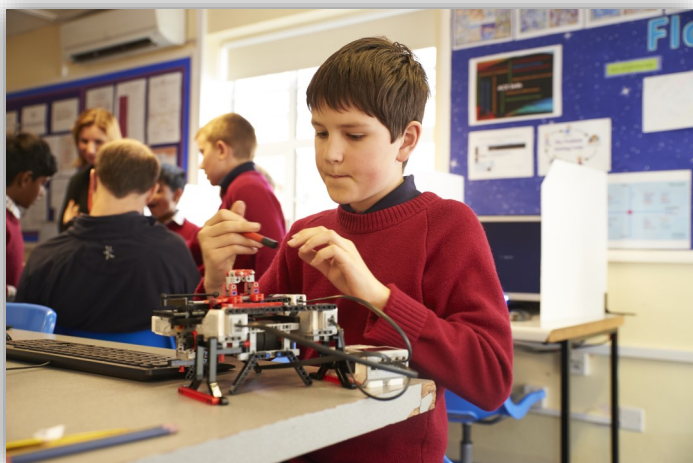
Following a period of consultation with our current staff, the School has opted out of the Teachers' Pension Scheme from September 2020 and therefore you will be automatically enrolled into the School's Defined Contribution Pension Scheme with The Aviva Pension Trust for Independent Schools (APTIS) with a School contribution of 17.5%. Further information will be available at interview.

Private Medical Insurance

The post holder is eligible to join the School's private medical insurance scheme. The School subsidises the premium by 2/3 (which becomes a taxable benefit) and staff contributions are deducted monthly from salary. Full details are available from the Bursar.

Fee Remission

Teaching staff who, subject to the School's normal admissions procedures, have children at the School may be eligible for a discount on the tuition fees. Full details are available from the Bursar.



Lunches

The post holder will be entitled to free School lunches during term time. These will generally be taken with the children.

Parking

Staff may park in designated areas on the School site at no cost – please note that all vehicles are parked at the drivers' risk.

Dress Code

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking

The School operates a no smoking and no vaping policy.

Health & Safety

The School takes its obligations under the Health & Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.

Data Protection

Personal data collected will be used during the recruitment process, and if you are successful will be added to your employee record. If you are unsuccessful, the information will be retained for six months following the completion of the recruitment process after which all details or papers relating to your application will be securely destroyed. For further information on how we use your information and who we may share it with, please refer to the Staff Data Protection Privacy Notice which is available on our website.

Recruitment, Selection and Disclosure

Edge Grove is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Equality and Diversity

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

For operational reasons, the School reserves the right to transfer you to alternative duties. For this reason it is a condition of employment that you are willing to do so, if requested, from time to time.



APPLICATION DETAILS

This post, as with all others, is subject to the School's policy on Recruitment, Selection and Disclosure which is available on the School's website at <https://www.edgegrove.com/contact-us/job-vacancies/>

The closing date for applications is **9.00 am WEDNESDAY 29TH JANUARY 2020** and interviews will be formally held during the next week but suitable candidates may be interviewed at any stage so an early application is advised.

Interested candidates should apply by email only to Verena Clark via hr@edgegrove.com including a fully completed application form which is available from the School's website at <https://www.edgegrove.com/contact-us/job-vacancies/> together with a typed letter of application addressed to Mr Ben Evans, Headmaster, in either pdf or MS Word format. CVs are not accepted on their own but may be added to the application if deemed necessary.

To arrange an informal visit to the School or to discuss the role in confidence with the Headmaster please contact Alison Dawson, the Head's PA on adawson@edgegrove.com or 01923 855724.