



Subject Leader English (& Games)

Required for **September 2021**

Full-time Subject Leader English (& Games)

An enthusiastic and inspirational teacher of English, qualified and experienced in teaching Years 5 to 8, is required to join an excellent team in this dynamic, flourishing day and boarding prep school. The willingness and suitability to coach games and contribute to extra-curricular activities would be advantageous.

Closing date: **Friday 16th April, 9.00am**

Interviews during the week commencing **19th April 2021**

Ideally, the successful candidate will be:

- Passionate about children's literature, with a drive to inspire a deep and genuine love of language
- An inspirational teacher qualified to lead English throughout the school and to teach pupils in Years 5 to 8, including Scholarship.
- Keen to embrace change
- Able to forge a strong and effective working relationships with colleagues
- Capable of working as part of a strong team, but also able to show initiative, work independently and support the continued development of the English Department
- Creative, good fun, brilliant with pupils and confident when communicating with parents
- Willing and able to coach games and/or contribute strongly to other extra-curricular activities
- Committed to the busy day and weekly boarding ethos

Feltonfleet School

Feltonfleet is a thriving, co-educational day and weekly/flexi-boarding prep school located near the A3 in Cobham, Surrey. There are 474 pupils on roll, of which 146 are currently in the Pre-Prep. The School is set in 25 acres of woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors.

The Headmistress is Mrs Shelley Lance, who commenced leadership of the school in January 2018. There are 58 full time teaching staff and a large support team. Approximately 60 pupils are weekly or flexi-boarders. We follow a Monday to Friday routine, with sport matches for prep school pupils on Saturday mornings.

Feltonfleet was judged as *Excellent* by ISI in 2018 and we move forward with excellence as our habit. All members of staff are expected to demonstrate a positive work ethic alongside a spirit of collaboration and mutual support for one another.

The approach to teaching and learning at Feltonfleet is exciting, progressive, and challenging. Change is eagerly embraced by colleagues and pupils, who share a passion for learning and finding new and better ways of doing things. Standards and expectations are high in all we do. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.

The School provides an excellent framework for professional development with extensive INSET and training. Feltonfleet is a leading light in its use of digital technology in the classroom, with iPads used extensively throughout the school. A culture of life-long learning is well established.

Staff are well supported through a Professional Development Review programme which encourages colleagues to seek appropriate courses. The School has a strong internal programme of INSET and is constantly seeking to raise standards.

Demand for places in the school is considerable.

English at Feltonfleet

The English Subject Leader liaises with the Deputy Head (Academic) along with the Heads of Lower School and Pre-prep over English learning throughout the School. The successful candidate would join a team of four teachers responsible for teaching English to pupils in Years 5 - 8. The English Department is well resourced with interactive whiteboards in all classrooms, and has an excellent reputation. Our primary aim is to develop a passion and a life-long love of literature and the English language, taking account of individual learning needs.

The successful candidate will be expected to lead the department, making the most of the expertise that lies within it, sharing ideas and resources.

Job specification – English Teacher

The successful candidate will be a qualified teacher of English ready to move into a leadership role, or with existing experience of leading a flourishing English team in another school.

a. Accountable

- To the Deputy Head (Academic)

b. Responsible

For leading English across the whole school

c. Key areas of responsibility

- To play a pivotal role in leading and managing the English team, and to be an outstanding role model for colleagues
- To develop the English team with due regard to the school's policies and schemes of work, working closely with and coordinating the efforts of the subject team at every level
- To liaise closely with the Head of Pre-Prep and with the Head of Lower School to ensure continuity and progression in English from Year 1 to Year 8
- To establish an annual strategic development plan for English which reflects the targets of the

annual School Development Plan

- To plan and provide a stimulating, invigorating and motivating learning environment ensuring that the learning resources are well organised and accessible to staff and pupils, embracing pupils work on paper, display, in a digital format and in the general atmosphere created in the classroom
- To manage the English budget including resources for all pupils
- To use digital technology to assist lesson preparation, teaching and reporting, and administration. The School uses iSAMS, Firefly (VLE) and Google Docs and the Subject Leader would be expected to quickly get to know how these systems work and use them effectively.
- To maintain detailed records of pupils, liaising closely with the Deputy Head (Academic), Heads of School, SENco, and other colleagues involved in the tracking and monitoring of pupils
- To work with the Head of Learning Enrichment (SENco) and the Deputy Head (Academic) in identifying able or talented pupils and provide them with opportunities in and out of the classroom for extension and enrichment, and scholarship preparation
- To be aware of the new developments and advances in the teaching and direction of English, and take an active interest in professional development
- To lead and facilitate staff training and development, both for Feltonfleet staff and for teachers in other schools, liaising with agencies such as IAPS, SATIPS and PSB
- To write reports and advise at parent-teacher consultations as required, and communicate effectively to parents about the progress of their child within English
- To attend all meetings as directed, development sessions, and INSET, play an active role in the Subject Leaders and Faculty meetings, and lead regular subject team meetings
- To remain up-to-date in current curriculum development and professional practice by regular attendance at courses in consultation with the Deputy Head (Academic)
- To take part in collaborative decision making about issues relating to English as a full member of the Common Room
- To take part in the School's training and development programme and fully participate in monitoring and appraisal, accepting that it will act as a vehicle for self development
- To meet regularly with the Deputy Head (Academic) and Heads of School, and advising the Head when appropriate
- To coach games
- To ensure the best possible practice
- To play a full part in the life of the school

Person specification

- An outstanding teacher with strong leadership skills
- A proven and superb teacher of English who will build on the many strengths and successes of the existing leadership and provision
- An excellent, inspirational and dynamic English Subject Leader who can generate instant respect, and who is eager to establish English as a prep school sector leader
- An imaginative and creative professional, and able to introduce new and varied ways of developing our provision for English
- An exceptional, dynamic and committed leader who will inspire high levels of confidence in colleagues, pupils and parents
- A team player able to galvanise the staff teaching English in every area of the school
- Committed to the busy day and weekly boarding ethos of the school
- An inspiring personality in and out of the classroom, and someone whose approach to teaching and learning is innovative and progressive, who makes learning fun, but who sets the highest standards, would enjoy working at Feltonfleet
- A sense of humour, adaptability, the capacity to inspire confidence in pupils, parents and colleagues, and a real love of teaching the young is paramount. A can do, will do attitude will identify the successful candidate, and the rewards for a dynamic and enterprising teacher will be significant.

An ambitious colleague keen to make a name in the prep school world.

You will have a can do, will do attitude, allied to a sensitive and sympathetic approach to the overall role. You should be able to work closely with our Learning Enrichment Department to ensure all students' needs are met and to liaise regularly with the school librarians, to promote new initiatives and a love of reading and literature. You should be IT literate and be keen to embrace digital learning in your teaching of English.

Part of the interview for this post will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- The ability to form and maintain appropriate relationships and personal boundaries with children and
- young people

The Feltonfleet day is long and busy, and we shall certainly look for, and reward, a strong commitment to the whole life of the school.

We would be delighted to welcome applications from colleagues currently working in the independent or maintained sector; understanding our high expectations, a commitment to working very hard, and clear evidence that you are going to get fully involved in the life of this excellent school, is paramount. You need not have worked in a prep school before, but you do need to understand the ethos and spirit of prep schools and independent education.

Other areas of School life

All teachers appointed to Feltonfleet are expected to contribute fully to the extra-curricular and pastoral life of the School. Pastoral care is a strong feature of Feltonfleet life.

The School expects its teachers to contribute wholeheartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the School depends upon teachers who, for example, coach games, direct plays, support and organise clubs and society meetings, or take children on trips and residential expeditions. Sport plays a big role in our school and you would be expected to contribute to the games programme.

Salary and Support

The School is strongly committed to ongoing training and development. We offer a formal induction programme, and follow the Government's mentoring scheme for NQTs. This role is not suitable for an NQT.

Our seven-point salary structure is based on the maintained sector pay scales plus a Feltonfleet allowance. A teacher at the top of the scale, point 7, is currently paid £44,050. There is an additional management allowance for the Subject Leader role.

The successful appointee will also be entitled to the following:

- TPA Pension contributions
- Generous holiday entitlement
- Remission of school fees for children
- Use of a staff iPad
- Free school meals in our excellent canteen

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the School, and demand for places is considerable, the future is very exciting.

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following;

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons' for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Child Protection Statement at all times. 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 or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the School may approach previous employers for information to verify particular experience or qualifications before interview.

Applications

A brief letter of application, and a completed and signed application form should be addressed to the Headmistress, Mrs Shelley Lance, as soon as possible.

The Deputy Head (Academic) would be delighted to talk on the phone to any candidate who would like to know more about the post. He can be contacted at the School (01932 862264), or by email: Deputy Head (Academic): simon.pomeroy@feltonfleet.co.uk

Full details of the post and application forms are only available from hr@feltonfleet.co.uk or call 01932 862264 and ask for the HR Dept.

Closing date: **Friday 16th April 9.00am**

Interviews will take place during the week beginning **19th April 2021**.

Simon Pomeroy

March 2021