

Hawarden High School
Ysgol Uwchradd Penarlâg

Teacher of English
March 2021

Candidate Information Pack

Hawarden High School
Ysgol Uwchradd Penarlâg

The Highway

Hawarden

Flintshire

CH5 3DN

Tel No: 01244 526400

Fax No: 01244 534699

hhmail@hawardenhigh.flintshire.sch.uk

www.hawardenhigh.org.uk

Headteacher: Simon Budgen

Required for September 2021

Full – time Teacher of English (MPS / UPS)

A well-qualified, committed and enthusiastic teacher is required within the Communications Faculty in this popular oversubscribed 11-18 comprehensive school. The successful candidate will contribute to a dedicated and highly successful team. The appointee will teach English Language across the age and ability range up to GCSE.

The school is situated in an attractive area close to the border, just 6 miles from Chester and within easy reach of the North Wales coast, Liverpool and Manchester.

Application packs are available on the school / TES / Flintshire and ETeach websites and should be returned to Mrs L Donnelly, Head's PA, at the school, by **9.00a.m. on Friday, 16 April 2021.**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check prior to taking up the appointment.

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"Learn to succeed" - "Dysgu I lwyddo"

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Headteacher / Pennaeth : Mr. S. Budgen
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www.hawardenhigh.org.uk

Yr Highway
Penarlag
Sir y Fflint
CH5 3DN

March 2021

Dear Prospective Applicant

Permanent, Full - time Teacher of English (MPS / UPS)

Thank you for your response to the advertisement. This post is available from September 2021. The successful candidate will join the Communications Faculty, a dedicated and highly experienced team of staff. The appointee will teach English Language and Literature across the age and ability range. A Level teaching may be available for a suitably qualified candidate.

The application pack comprises a number of documents which will, I hope, assist you in your decision to apply for the post. It contains:

- Job Description
- Personnel Specification
- Background Information relating to our Communications Faculty

A copy of our School Prospectus can be found on the school website

In the event that you decide to apply, I ask that you should send your application (either by post or email to: lisa.donnelly@hawardenhigh.flintshire.sch.uk) to Mrs L. Donnelly, my P.A., to arrive no later than **9.00 a.m. on Friday, 16 April 2021.** I ask that you should enclose the following documents:

- Application form (you may supplement this with a C.V. if you wish), including the names and addresses of two referees.
- Your letter of application.

Shortlisting will take place during the week commencing 19 April with interviews to be scheduled as soon as possible thereafter. Applicants who have not been contacted by the 23 April should assume that, on this occasion, their application has been unsuccessful.

In the event that you require further information in advance of submitting your application, please do not hesitate to contact me.

We look forward to hearing from you.

Yours sincerely

Simon Budgen
Headteacher

Hawarden High School
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The Communications Faculty consists of the English and Media Studies Departments.

For the year 2021-22 the faculty consists of 6 full time and 2 part time members of staff. We have a suite of eight teaching rooms and a shared office, with a further room dedicated to ICT and Media work. All members of the faculty currently have their own classroom with laptop, computer and data projector.

Most members of the faculty are English specialists (some have additional Media expertise). We teach across the full age and ability range at KS3 and KS4; A level teaching is shared by some of the staff. We are ambitious for our pupils and strive to ensure that each achieves their potential in relation to available qualifications. We work very much as a team, sharing expertise and developing teaching and learning strategies; we look to continually expand our teaching resources and methods of delivery in order to provide pupils with the skills that are necessary to become good communicators and to enable them to enjoy language and literature in their own right.

Pupils are taught in mixed ability groups in Key Stage 3 and then set for GCSE.

At Key Stage 4 the pupils take GCSE exams with the WJEC exam board. All are entered for English Language and virtually all (usually around 97%) for English Literature. GCSE and A Level Media Studies are also examined by the WJEC. At A level we offer both WJEC English Language and English Literature.

The successful candidate will be a strong team player, well qualified, keen and enthusiastic with the ability to inspire students to enjoy learning and achieve across the age and ability range, and will set high standards for themselves and our pupils. Applications are welcomed from newly qualified and experienced teachers.

We positively welcome informal visits to the school by prospective applicants and invite candidates to contact us should they wish to arrange a mutually convenient date and time.

Mr R Jones
Curriculum Leader – Communications

March 2021

JOB DESCRIPTION **September 2021**

HAWARDEN HIGH SCHOOL

Post Title: **Teacher of English**

Name of Post-holder:

Purpose of Job:

- Under the reasonable direction of the Headteacher, 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 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.

Reporting to: **Curriculum Leader for Communications**

Responsible for: **The provision of a full learning experience and support for pupils.**

Liaising with: **Headteacher, Leadership Team, Teachers, Support Staff, LA representatives, External Agencies and Parents**

Working Time: **Permanent, Full – time, as specified within STPCD.**

Salary/Grade: **MPS / UPS**

Disclosure level: **Enhanced**

Teaching:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the School and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To provide guidance and advice to students on educational and social matters.
- To ensure that ICT, Literacy, Numeracy and Curriculum Cymreig are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching ensuring all lessons are fully prepared and documented.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials and maintain a stimulating environment.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 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.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Strategic Planning:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum.
- To contribute to the curriculum and subject areas development plan and its implementation.
- To plan and prepare courses and lessons.

- To contribute to the whole school's planning activities.

Curriculum Provision & Development:

- To assist the Curriculum Leaders/Assistant Curriculum Leader (CL/ACL) to ensure that the curriculum area provides a range of teaching which complements the School's strategic objectives.
- To assist in the process of curriculum development and change, to ensure the continued relevance to meet the needs of students, examining and awarding bodies and the School's Mission objectives.

Staffing:

- To take part in the School's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance:

- To help to implement School quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/subject in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information:

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

Communication & Liaison:

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

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the CM/ACM to identify resource needs and to contribute to the efficient/effective use of physical resources.
- 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.

Pastoral System:

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with a Head of House to ensure the implementation of the School's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.

- 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.
- To contribute to PSE and Citizenship and Enterprise according to school policy.
- To maintain good order and discipline among their students, safeguard their health and safety both when they are in the classroom, when they are authorised to be on the School premises and when they are engaged in authorised school activities elsewhere.
- To apply the Behaviour Management systems so that effective learning can take place.

School Ethos:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for collective worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signatures:

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.

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.

Signed ..... Dated
(Teacher)

Signed ..... Dated
(Headteacher)

Hawarden High School
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Person Specification for Permanent, Full – Time Teacher of English: Spring 2021

Attributes	Essential (E) / Desirable (D) Criteria	How identified
1. Relevant Experience	I. Experience of working within in a comprehensive school (E) II. Successful experience of teaching English across the age and ability range (E) III. Pastoral Experience as a Tutor (D) IV. Ability to teach up to and including A Level (D)	° Application Form / Letter ° Interview / ° References
2. Education and Training	I. QTS with a degree in a relevant subject (E) II. Relevant INSET (E)	° Application form / Letter
3. Personal Knowledge and Skills	I. Clear understanding of developments within English and their implications (E) II. Administrative Skills (E) III. ICT Skills (E) IV. Positive professional relationships with teaching and support staff (E) V. Able to relate positively to young people and their parents (E)	° Application form / Letter ° References ° Interview
4. Personal Qualities	I. Acceptance of responsibility (E) II. Able to work as part of a team (E) III. Able to meet deadlines (E) IV. Demonstrate enthusiasm for subject (E) V. Commitment to continuing professional development (E) VI. Well-developed planning skills (E) VII. Track record of good organizational skills (E) VIII. Willingness to contribute to extra-curricular programme (D)	° Letter ° References ° Interview
5. Working Arrangements	I. Full – time, permanent post from September 2021 (E)	° Interview

Signed:…….. Date: …….