



St George's
WEYBRIDGE

Candidate Information Pack

CURRICULUM LEADER ENGLISH

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 3-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating around 1,600 students across the two school sites. Both Schools had full ISI inspections in December 2019 and rated excellent in all categories.

St George's Weybridge is proudly and unequivocally a 3-18 co-educational school where children can learn and grow into kind, polite, respectful adults. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Most important, though, is the perfect balance between the three fundamental intelligences listed here. Together, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from a variety of Christian denominations - it is inclusive of all faiths and none. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



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Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

"Since the first day, I've been made to feel very welcome which has enabled me to settle in very quickly. I am really happy that I now consider myself to be part of the Georgian family".

Lauren

"Staff re friendly, approachable, helpful and patient, and demonstrate professionalism and passion in their work. Thank you for this opportunity".

Martin

Recently leaving a FTSE 100 company after 16 years to join St George's Junior School was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"

Leila





The Role

Job Title:	Curriculum Leader English
Line Manager:	Deputy Head (Academic)
Responsible to:	Deputy Head (Academic)
Salary:	Competitive salary depending on skills & experience
Hours:	Full time
Contract:	Permanent
Start date:	April 2022

Summary of the role:

This is an exciting opportunity to lead an experienced, successful and collaborative English department in a thriving independent school. The team currently consists of specialist teachers who are responsible for the teaching in Years 5 and 6. Groups of pupils from Years 3 and 4 are also taught by the department to provide them with the additional support they require. Class sizes typically range from 10-20 pupils and each class is timetabled for lessons four times per week. Pupils are well-behaved, polite, keen to learn and are all encouraged to achieve their individual best. Teachers in the department have high expectations for all, but very much tailor their lessons to suit the needs of each pupil.

Planning in Years 5 and 6 is overseen by the Curriculum Leader during weekly team planning meetings but input and ideas from the whole team is very much encouraged. In Years 3 and 4, the nature of the teaching follows a structured programme with opportunities for cross curricular learning, through linking the tasks closely to the other subject areas, including Art, Science, Geography, History and Computing. In the Lower Years (Nursery to Year 2), the Curriculum Leader for English works closely with the Assistant Curriculum Leader to monitor English teaching and to support colleagues with planning and the curriculum. Recent projects have included a significant focus on developing the children's phonics skills, which has made a huge difference to their progress and confidence with reading.

The successful candidate will have proven experience in teaching 11+ English to a high standard. You will be a creative thinker, with an evident passion for the subject and a keen desire to enthuse pupils and colleagues. You will enjoy working as part of a team and leading others, have a good sense of humour, and will maintain excellent working relationships with colleagues.

The current success of this well-established team is due to the collective experience and supportive nature of all involved. Results at 11+ are high with many achieving scholarships to St George's College and other highly selective senior schools. Our aim is to develop independent, lifelong learners who are well prepared for their next stage of learning and we are seeking someone who shares our aims.



The Role cont.

Main duties & responsibilities:

The Curriculum Leader of English will assume overall responsibility for the delivery of English within the Junior School. This includes ensuring that the teaching and learning accords with whole school policies, agreed programmes of study and planning documentation. Other responsibilities include:

- Monitoring the planning of English at the Junior School to ensure that there is appropriate continuity and progression, and that planning is linked closely to assessment.
- Organising and communicating information to parents about the delivery of the curriculum, as well as providing information to parents on the progress of individual pupils.
- Recommending appropriate INSET for English to the Senior Management Team, both in terms of whole school directives and for individual teachers to improve their teaching competencies.
- Have responsibility for the school's educational budget for English and to monitor with the Academic Deputy Head, Assistant Curriculum Leader for English and Heads of Year the delivery of the budget at the Junior School.
- Attending any meetings involving Curriculum Leaders relating to the implementation and review of new initiatives within the English department.
- Organising and leading departmental meetings relating to planning and forthcoming events.
- Planning and executing school trips connected to English where it is deemed appropriate.
- Working closely with the Deputy Head Academic on 11+ matters and provide parents with information pertaining to the English elements of the 11+ examination.
- Liaising closely with the Head of English at the College to ensure smooth transition for pupils and to ensure that the children have the best possible preparation to be successful in the 11+ examination.
- Working closely with the Assistant Curriculum Leader for English to oversee the delivery of phonics and English in the Lower Years (Nursery to Year 2).
- Organising and hosting the yearly Inter-House Public Speaking event for Year 6 pupils.
- Raising the profile of the English department through involving the children in events with other local schools, including spelling challenges and writing competitions.



The Role cont.

- Maintaining an EAL register of pupils at the Junior School, working closely with teaching staff to identify new pupils with language learning needs and a system to monitor and chart their language development.
- Line managing the Librarian, the Assistant Curriculum Leader for English and any English specialist teachers at the Junior School, ensuring that all elements of the Performance Management process are undertaken each academic year.
- Taking on a leading role in the delivery of workshops and presentations to parents regarding the development of children's English skills, such as phonics, reading and writing, as required.
- Updating and maintaining the English section of the school's VLE, Dragonfly, ensuring that information for parents on the curriculum is easily accessible and current.
- Undertaking regular work scrutinies and learning walks with the Assistant Curriculum Leader for English to ensure that marking and feedback in each year group is effective in ensuring that the children make excellent progress and that marking adheres to school policy.
- Playing an active role in the spiritual life of the school and uphold the Catholic, Christian, Josephite values outlined in the school Mission Statement.

OTHER

- Anything reasonably requested by the Head, the Bursar, or the Board of Governors.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.



Person Specification

Knowledge and Experience:

Essential Criteria

- Qualified Teacher Status (QTS) via a PGCE, BEd or equivalent
- At least two years' experience in teaching pupils in the primary phase of education
- Extensive knowledge and understanding of English, including what constitutes best practice to deliver outstanding learning outcomes
- Experience teaching children in Key Stage 2
- Experience reporting pupils' progress at parents' evenings and through written evidence
- Experience preparing children for 11+ and scholarship examinations

Desirable Criteria

- Experience teaching children in an independent school
- Experience line managing other staff members
- Evidence of continual professional development

Skills and Abilities:

Essential Criteria

- Ability and desire to inspire children with a love of learning English
- Ability to command the respect of colleagues and to lead them in developing the English Curriculum at St George's
- Possesses the necessary leadership and management skills to successfully organise and monitor the efficient delivery of English within the school
- Ability to differentiate work in accordance with the needs of individual pupils (e.g. EAL, G&T)
- Ability to prioritise workload demands
- Excellent interpersonal and communication skills
- Excellent classroom management skills
- Competent IT skills

Desirable Criteria

- Able to use a Management Information System for the central recording of data



Person Specification cont.

Personal Qualities:

Essential Criteria

- Willingness to contribute to the wider aspects of school life including clubs and activities, Open Mornings and duties
- Desire to ensure that pupils have excellent pastoral care
- Willingness to follow all Health and Safety and Safeguarding requirements specified by the school

Desirable Criteria

- Willingness to embrace the culture within a Catholic Co-Educational Josephite school
- Desire to further career through taking on additional responsibilities in the future



Benefits



Pension

Subject to meeting the qualifying conditions, all Business Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% (trebling to 15% for long-serving employees). Teaching staff have access to the Teachers' Pension Scheme.

Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.



Medical Support and Employee Assistance Programme

Benenden provides accelerated access to many aspects of private healthcare in the event of delays to NHS provision, as well as a free confidential counselling and GP helpline available 24/7.

Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



Fee Remission

All staff are eligible for School Fee Remission for employees' child(ren) attending either St George's College or St George's Junior School. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term following commencement of employment and is not contractual. Full details of the scheme are available from the HR Department.

Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College campus.



Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



Conditions of Employment

Initial Period of Employment

Teaching Staff: Two Terms

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period

Eight weeks on either side during the Initial Period of Employment, thereafter, One Term

Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure compliance with the Safeguarding Policy 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 he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

Place of Work

The post-holder will be based at the Junior School with an expectation of flexibility, when required, to work at the College

Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



How to Apply

To find out more about the post or the school, in the first instance please contact Miss Coles, for a confidential discussion:

Tel: 01932 839400

Email: kcoles@stgeorgesweybridge.com

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter, addressed to the Headmaster, Mr Antony Hudson, to edrapper@stgeorgesweybridge.com

Key dates

Closing date for applications:

Friday 8 October 2021, 9.00 a.m

Interviews:

Tuesday 12 October

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with past and current employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our "Georgian family" inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



