KINGSDOWN SCHOOL

Teacher of English

Information Pack
[April 2019]

www.kingsdownschool.co.uk
We champion each and every student

RIVER LEARNING TRUST

KINGSDOWN SCHOOL

Teacher of English

April 2019

Dear Applicant

Thank you for taking an interest in working with us at Kingsdown School. In September 2017 I took over the Headship. This was the Headship that I had been waiting for. I joined the School at the same time as a new Chair of Governors as well as the School becoming an official partner of the River Learning Trust. So these are very exciting times. A recent review with our teams showed that everyone firmly believes that we have made significant progress. As a team we are immensely proud of what we achieved together.

In January 2018 we set the new vision – "a school of excellence bursting with pride and ambition" as well as a new mission statement – "to champion each and every student".

Supported by a talented and rewarding team, you will provide high quality teaching that facilitates and encourages a learning experience that gives students the opportunity to achieve their individual potential.

So if you are an outstanding practitioner who is passionate about making learning effective and enjoyable, have the highest levels of integrity as well as excellent communication skills and can contribute to our journey of rapid improvement we would love to hear from you and encourage you to apply. In return we can offer a supportive and rewarding working environment and a real commitment to professional development.

This is clearly a really exciting time to be joining Kingsdown School. We are a School on a relentless journey to excellence. If you think you have the enthusiasm, passion and dedication to support us and our teams, then I would strongly encourage you to apply.

Yours sincerely

E Leigh-Bennett.

Emma Leigh-Bennett
Headteacher

Job Role: **Teacher of English**
Full time
Start date: **September 2019**

The Governing Body, Trust and Headteacher seek to appoint an inspiring and forward thinking Teacher of English.

We are looking to appoint an inspiring teacher of English. This exciting and challenging post requires an enthusiastic, hardworking, conscientious and committed individual. We are looking for a teacher with a broad skills base who is willing to collaborate with an established department and play a central role in the continuing innovation of the curriculum. Applications from NQTs are welcome.

Kingsdown School is at a very exciting stage in its history. From September 2017 we welcomed a:

- New Headteacher
- New Chair of Governors, and we
- Became an official partner of the River Learning Trust

In January 2018 we set the new vision – "a school of excellence bursting with pride and ambition" and a new mission statement – "to champion each and every student"

We can offer you:

- the opportunity to work with an incredibly strong, talented and committed team
- excellent facilities and resources
- an ambitious and dedicated student community with supportive parents
- high quality CPD to develop your career
- extended opportunities to network across the RLT

Kingsdown School is part of a Multi Academy Trust and joined the River Learning Trust on the 1st September 2017. The successful applicant will join the School as a River Learning Trust employee.

For any enquires, please contact recruitment@kingsdownschool.co.uk or telephone the HR Department on 01793 837087. Applications will only be accepted on a Kingsdown School application form via eteach.com or tes.com.

If you have not heard from us shortly after the closing date please assume you have not been successful on this occasion.

Closing date for completed applications is Monday 22nd April 2019 at 11.59pm.

Interview date – Monday 29th April 2019.

No agencies please. CVs will not be accepted.

Kingsdown School is a mixed 11-16 Academy situated on the eastern outskirts of Swindon. The most recent OFSTED inspection commented *"Leaders provide a curriculum that is broad and balanced. A notable strength of the school is its care for pupils facing particular difficulties, the work the school does to support pupils' personal development and well-being is good."*

Kingsdown School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

Kingsdown School

Job Description

Post Title:	TEACHER
Purpose:	• 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:	Subject or Department Leader
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Head/Deputies, teaching/support staff LEA representatives external agencies and parents.
Working Time:	195 days per year. Full-time
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject/department. • To contribute to the curriculum area and subject/department's Area Improvement Plan and its implementation. • To plan and prepare courses and lessons. • To contribute to the whole school's planning activities.
Curriculum Provision:	To assist in ensuring that the curriculum area provides a range of teaching which complements the school's strategic objectives.
Curriculum Development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.

Staffing **Staff Development:** **Recruitment/ Deployment of Staff**	• 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/department 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 to provide relevant accurate and up-to-date information for SIMS, 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.
Communications:	• 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.
Marketing and Liaison:	• To take part in marketing and liaison activities such as Open Evenings 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 Department/Subject Leader 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 Year Leader to ensure the implementation of the school's Pastoral System. • To register students in accordance with school's attendance policy, 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, 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 SMSC and citizenship and enterprise according to school policy • To apply the Behaviour management systems so that effective learning can take place.
Teaching:	• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in 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 ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of teaching strategies 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.

Other Specific Duties:

- 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 worship.
- To promote actively the school's corporate policies.

- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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 shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employee Signature: …….. Date: ……

Manager Signature: …… Date: ……..