



Sheldon School  
Chippenham

# Candidate Information



## Teacher of English

Closing Date: 2<sup>nd</sup> April 2020  
Interview Date: To be confirmed

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## Cover Letter

March 2020

Dear Colleague,

### SECOND IN ENGLISH WITH RESPONSIBILITY FOR KS4 ENGLISH

**TLR2b (£4,654)**

### REQUIRED FOR SEPTEMBER 2020

Thank you for your interest in this full-time, permanent position. Following the promotion of the current postholder to Head of English in another school, we are seeking to appoint a suitably qualified and experienced English teacher for September 2020 who is willing to be an enthusiastic member of a supportive, professional team. The successful candidate will lead and manage KS4 English and support the Head of Faculty. We are committed to excellence of achievement and try to ensure that pupils reach their full potential, at whatever level they are working, by delivering inspirational and stimulating lessons. It is anticipated that the successful candidate will teach across the age and ability ranges, including work at GCSE and A Level English Literature, English Language or Media Studies.

Sheldon is a high-achieving school with a strong record of success. You would be joining a very hardworking and supportive faculty which has a strong collegiate atmosphere. We offer a full programme of induction and support to all colleagues who join us and there is a continual focus on staff development and wellbeing, both of which rated very highly in the most recent external survey. Staff morale, in what are challenging educational times, is high, borne out of there being a real sense of community. We work hard, but the effort is worth it: the students certainly appreciate it and you will have plenty of fulfilment.

I personally believe that Sheldon is a great school. I have worked in six schools in total and am continually impressed by the positivity of the staff and the atmosphere around the school that is overwhelmingly happy and shows our students to be enjoying their learning in a thriving environment. It's a pleasure to come to work each day and I think you would find staff would say the same to you were you to ask them.

Further details concerning the faculty and the school are enclosed from Elaine Beange, Head of English, together with an application form. In addition, we have included other information to outline the all-round offer; but please also take the time to look at what happens in the school day-to-day by visiting our website. I hope that, having read the information, you will be keen to apply.

The successful candidate will be required to safeguard and promote the welfare of all pupils in the school. The post will be dependent on a successful enhanced DBS check.

Please complete the application form and return it with a supporting letter (no more than two sides of A4 please), by post or email to [hr@sheldonschool.co.uk](mailto:hr@sheldonschool.co.uk). Closing date for applications – **Thursday, 2<sup>nd</sup> April 2020 (12 noon)**.

Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ

**Headteacher:** Neil Spurdell BSc (Hons)

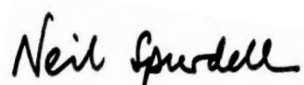
**Tel:** 01249 766020 **Fax:** 01249 766030

**Email:** [admin@sheldonschool.co.uk](mailto:admin@sheldonschool.co.uk) **Web:** [www.sheldonschool.co.uk](http://www.sheldonschool.co.uk)



We hope to interview by the end of April 2020, so if you have heard nothing by this date, please assume you have been unsuccessful on this occasion. If this proves to be the case, thank you for your interest in Sheldon School and best wishes for your future career.

Yours faithfully,



Neil Spurdell  
**Headteacher**



## Job Description

*Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.*

<b>Job Title:</b>	<b>Second in English Faculty; i/c KS4</b>
<b>Salary:</b>	<b>TLR2b</b>
<b>Additional non-contact time:</b>	<b>2 periods per fortnight</b>
<b>Responsible to:</b>	<b>Head of Faculty</b>
<b>Responsible for:</b>	<b>The effective teaching and learning of English at KS4</b>

### Strategic purpose:

The post holder will play a major role under the direction of the English Head of Faculty for the teaching and learning at KS4:

- To work effectively with the Head of Faculty to ensure the KS4 curriculum is appropriate and engaging and that all members of the Faculty are delivering the curriculum in a consistent manner.

### Key responsibilities:

- To work with and advise the Head of Faculty in the development of KS4 within English
- To ensure that planned objectives on the Faculty Development Plan relevant to KS4 are implemented
- To manage the effective delivery of KS4 English Language and Literature, sharing good practice amongst teachers
- To lead the team of KS4 teachers in improving attainment for all learners
- To monitor the curriculum and examination requirements at KS4 including the spoken language component
- To develop, review and maintain schemes of learning, as well as resources to support their delivery
- To oversee examination arrangements including mock examinations and other internal assessments
- To organise standardisation and moderation of assessments
- To monitor and organise KS4 book stock and other resources
- To analyse data and monitor the progress of pupils towards targets
- To manage the effective implementation of intervention strategies for targeted groups of pupils, supporting the provision for SEND and PP, for example
- To contribute to faculty QA procedures
- To attend relevant exam board meetings and keep up to date with curriculum developments, communicating these effectively to the rest of the faculty

- To review setting arrangements in line with faculty and school policies
- To co-ordinate the provision of enrichment activities for pupils at KS4
- To analyse and report on examination results
- To be directed to support in the mentoring of NQT and ITT when necessary
- To support the Head of Faculty in carrying out performance management reviews
- To deputise for the Head of Faculty and assist in the day- to-day management of the faculty

#### **Other:**

- To be proactive in safeguarding all pupils in line with school policies and procedures
- In addition to the specific duties listed above, ensure that the professional standards for teachers with QTS are met
- To take part in the school's staff continual professional development programme
- To support the aims and ethos of the school
- To comply with the school's health and safety policy
- To undertake any other reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

*While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*



## English Faculty

With an excellent level of achievement in all national examinations, the English team at Sheldon believe that high expectations of our pupils are vital. Our teaching is intellectually rigorous, whilst encouraging individual creativity and response in all pupils. After their years with us, we expect pupils to gain the highest grades of which they are capable and to have developed an appreciation, preferably a love, of literature and the use of language.

We are very proud of our recently redeveloped Key Stage 3 curriculum which we believe is both exciting and challenging for our youngest learners. It is designed thematically around broad topics with the rationale that pupils should be able to make links across themes, concepts and skills in English. We hope that it continues to engage Key Stage 3 pupils in the subject, whilst also preparing them for the rigours of GCSE study. Our schemes of learning allow teachers to use their professional judgement and imagination in the delivery of objectives. Teachers are actively encouraged to teach creatively and share resources freely.

We set classes from Year 8 onwards, actively reviewing sets when necessary. Setting is again reviewed before GCSE courses begin. Pupils in need of learning support gain this either within the classroom or by withdrawal to the Learning Support Faculty for small group teaching. Occasionally some of our English team help to deliver these lessons.

Clichés aside, we are a faculty truly passionate about reading in our classrooms. We have a duty to equip our pupils with the ability to read confidently for understanding and also value independent, personal reading. We are lucky to have access to the fantastic facility of a newly refurbished library and our programme of Year 7 library skills lessons is rooted around reading for pleasure, both as individuals and collaboratively sharing the reading experience with other pupils.

At GCSE level we follow the AQA English Language and English Literature courses. All pupils sit both qualifications and teaching across the two-year course fully integrates language and literature elements. So, for example, we teach skills in descriptive and narrative writing through using the poems in the prescribed poetry anthology as stimuli. For A-Level we follow EDEXCEL for English Literature, AQA for English Language and the OCR course for Media Studies. In addition, we teach GCSE Film Studies and Media Studies to selected pupils as option subjects. Our A-Level options are very popular with students.

Our accommodation includes eleven classrooms, a faculty office, a workroom and IT facilities. Cupboards are well stocked with an interesting range of texts for all key stages, and a class set of iPads for pupils' use in lessons is also available.

As a faculty we provide pupils with a range of popular extra-curricular opportunities. Theatres in Bath, Bristol, London and Stratford are amongst those within easy reach; we regularly enter teams in public-speaking and creative writing competitions, participate in the Carnegie book award, and we also take part in BBC Young Reporters. Year 8 pupils often have success in 'Ovid in the West Country', an exciting competition where pupils respond creatively to classical myths and legends.



The English Faculty consists of fourteen specialist English teachers. Within this team there are areas of particular responsibility for the curriculum, under the overall management of the Head of Faculty. All of our teachers are English or media specialists, well qualified and enthusiastic about teaching their subject. I firmly believe in the well-being of staff who work in the profession and the perhaps ambitious, but I hope not impossible, aim of achieving a sensible work-life balance. Consequently, the English Faculty is - and has been in all the years I have worked here - a very happy team of teachers, willing to share, collaborate and support one another. Our strong team ethos enables us to be creative and enthusiastic about what we do in the classroom. I have no reservations about you putting this to the test by asking teachers what they really think if you are successful in being invited to interview for this post.

Overall, our aim in English, whatever we are doing, is to foster curious and independent learners who can articulate themselves confidently in reading, writing and verbally too. We strongly believe that pupils should enjoy their experience of English at Sheldon and feel well prepared for life's challenges after they leave us.

We very much look forward to receiving your application.

Elaine Beange  
Head of English Faculty

March 2020







# Sheldon School

Chippenham



**Headteacher:** Neil Spurdell BSc (Hons)  
Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ