



MILTON ABBEY

Co-educational boarding and day school for ages 13 - 18



English Teacher
End August 2019
Information for applicants



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Background Information

In a recent ISI inspection, Milton Abbey, a co-educational day and boarding school for ages 13-18 situated midway between Blandford and Dorchester, was judged as being 'highly successful in achieving its aim to enable each pupil to achieve their academic potential'. The report also praised the School's 'excellent' teaching provision and highlighted its 'carefully structured and broad curriculum'. Milton Abbey is proud to offer the broadest range of vocational subjects in the independent sector, alongside GCSEs and A Levels. Milton Abbey is committed to the individual and delivers an education that is meant to challenge, stretch and develop young men and women into leaders and assured adults who possess confidence without arrogance. Milton Abbey prides itself on its ability to deliver a bespoke education, tailoring each pupil's education to make the most of their individual skills and talents so that they can achieve their potential both inside and outside the classroom. At Milton Abbey's heart is a philosophy of developing each and every girl and boy into fully rounded people academically, culturally, spiritually, and within a caring, supportive environment. We are an inclusive school, and are ambitious for every pupil. Success, in whatever form, is celebrated.

The School became fully co-educational from September 2012 and joined the Round Square group of schools in 2013. Milton Abbey is committed to the Round Square IDEALS, which stand for International understanding, Democracy, Environmental awareness, Adventure, Leadership and Service.

The School lies in a wooded valley and occupies the site of a former Benedictine Monastery, founded over 1000 years ago. The two remaining Monastery buildings, the Abbey (which is used as the School Chapel) and the Abbot's Hall (which is used as the School Dining Hall), around which a Georgian mansion was built in the late 18th Century, accommodate two houses. Modern facilities on a par with much larger schools have been added including a Music School, Art School, classrooms and laboratories, an ICT centre, a fully stocked library, Technology workshops, a 370 seat theatre, a 25 metre indoor pool, recreation hall and full sized astro-turf. The school has stabling for up to eight horses, a pheasant shoot, an ambitious self-sufficiency market garden project, pigs, sheep and chickens.

The school is run by the Head, supported by the Senior Deputy Head and designated Deputy Heads for Academic, Pastoral and Co-curricular activities, with a teaching staff of around 60. All staff appointed are expected to contribute to the boarding ethos of the school, supporting both the Deputy Head with pastoral work and the Assistant Heads with a full and busy games programme. Candidates are encouraged clearly to celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

For more information please see the school's website: www.miltonabbey.co.uk



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ENGLISH TEACHER

Milton Abbey School is a co-educational boarding and day school, located in stunning Dorset countryside. We are national finalists in BTEC school of the year and provide an all-inclusive education for students aged 13 – 18.

For September 2019 we are seeking to appoint a well-qualified, enthusiastic and dynamic Teacher of English to join a forward thinking department. The position will require teaching to GCSE and possibly offering A-Level teaching for a suitably qualified candidate. The successful applicant will be an excellent classroom practitioner, work well within a team and value each pupil as an individual. They will have a relevant degree with an appropriate teaching qualification and an enthusiastic attitude towards developing the English Department.

A commitment to contribute fully to the extra-curricular life of this busy, seven day a week full boarding school would be an advantage, as the successful applicant will also act as an academic tutor, be attached to a boarding house and undertake house duties.

JOB DESCRIPTION

TITLE: Teacher of English

DEPARTMENT: English

JOB PURPOSE: To carry out the function of a teacher at Milton Abbey in accordance with the stated aims, policies and procedures of the School and the Department.

RESPONSIBLE TO: Head of English

Specific responsibilities include the following, although this list is by no means exhaustive:

Duties and Responsibilities

Academic

- Provide planned, organised teaching that is responsive to pupils' learning requirements
- Adopt an enthusiastic, encouraging approach in the classroom while maintaining discipline and a positive learning environment
- Ensure prompt return of pupils' work, and the assessment, recording and reporting on the development, progress and attainment of his/her pupils according to Milton Abbey's marking and reporting policies
- Promote and facilitate the general progress and well-being of pupils assigned to him/her



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Pastoral

- Act as an academic tutor, be attached to a boarding house and undertake house duties
- Be aware of and provide for pupils with known SEN requirements and identify new learning or other problems, referring them promptly to the Head of English
- In discussion with parents and in all written reports, show regard for pupils as individuals, noting strengths as well as weaknesses, and offering solutions to perceived problems

School

- Participate in meetings, committees and other activities, both in and out of school, which provide opportunities for the exchange of views and other forms of professional development
- Assist in games and other activities provided for the benefit and development of pupils
- Carry out administrative tasks and duties that are a part of school routine in a professional manner, as stated in the Staff Handbook or School Regulations, or as needed at the direction of the Headmaster

General

The candidate should:

- Have a relevant degree with an appropriate teaching qualification
- Have an enthusiastic attitude towards developing the English Department
- Become fully involved in, and contribute to, the life of a busy boarding school
- Have a good sense of humour

Desirable attributes:

- A design skill, such as puppetry, costume or masks, for production support
- A practical knowledge of dance
- Experience in professional theatre
- Experience as an examiner
- Minibus driver

TERMS OF APPOINTMENT

The following provide guidance, without prejudice, on the likely main provisions of the Contract of Employment.

Hours: This is a full-time post, Monday to Saturday.

Holidays: You are entitled to all school holidays. Public holidays falling when pupils are in School during term time are working days.



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- Salary:** A competitive salary is offered to the successful candidate depending on experience and qualification. The salary scale starts at £22,917 per annum.
- Probation:** The position is subject to a two and a half term probationary period, which may be extended.
- Pension:** The School complies with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the employee in a contributory pension scheme when required by law.
- Medical Fitness:** Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.
- Criminal Background Check (DBS):** As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.
- References:** In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

APPLICATIONS

Applications must be submitted on a TES application form or a Milton Abbey School application form with a covering letter. Your application can be supported by a CV. Applications annotated "see attached cv" will not be considered. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment. Further details may be obtained from our website or from HR email hr@miltonabbey.co.uk or telephone 01258 880484.

Please address your letter to the Head and send the letter, cv and application form to:



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Miss Lynne Hughes
HR Administrator

By post

Milton Abbey School
Blandford Forum
Dorset
DT110BZ

Or by email

hr@miltonabbey.co.uk

Closing date for applications is noon on Friday 28th June 2019. We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

Interview

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, ie current photocard driving licence, passport or a full birth certificate.
- Proof of address documentation, ie a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, eg. marriage certificate, to confirm change of name.
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.