SURBITON

HIGH SCHOOL

Job Description

Job Title: **Teacher of English (maternity cover)**

Job Purpose: To inspire, encourage and empower our students to achieve their very best in the Subject of English
Reporting Line: Head of English
Start Date: September 2019
Tenure: Maternity cover, full-time
Salary: United Learning Pay Structure

Key Responsibilities:

1. **Teaching and Learning**
   - To possess and maintain a deep and secure knowledge of your subject and the best practice pedagogy associated with its delivery
   - To create a challenging and stimulating classroom climate that will motivate pupils to learn, think independently, take risks, empathise with others, and perform to the best of their abilities.
   - To support every pupil in their learning, making them feel included, secure and valued
   - To be consistent, fair and create an atmosphere of mutual trust and respect
   - To be aware of the learning needs of the pupils you teach and ensure that each pupil is given every opportunity to fulfil their potential
   - To monitor progress against prior attainment and employ effective intervention strategies when required
   - To follow the guidance and schemes of work provided by the Head of Department.
   - To plan and deliver inspiring lessons
   - To undertake high quality preparation, marking and report writing, in line with School policy, so that pupils achieve the highest possible standards

2. **Pastoral**
   - To conduct yourself in an appropriate professional manner at all times, supporting and fostering the aims and safeguarding policies of the School
   - To be prepared to take on the role of Form Tutor, which will encompass academic, pastoral and administrative responsibilities. Tutors have oversight of their tutees' general well-being and academic progress, and they are the first point of contact for parents

3. **General**
   - To contribute to the organisation and running of co-curricular and enrichment activities.
   - To uphold the School's code of conduct and the values of Surbiton High School

- To maintain good order and discipline amongst pupils and be active in implementing the School's policies for rewards and sanctions
- To attend formal parents' evenings and maintain effective communication with parents, as appropriate
- To attend staff and departmental meetings, as required
- To undertake supervisory duties, as required
- To mark entrance papers and occasional vacancy entrance exams, as required

4. Professional Development

- To contribute, as appropriate, to departmental policies, schemes of work, digital learning resources as well as development planning
- To be an active participant in CPD training opportunities, sharing best practice with colleagues, as requested
- To participate in the annual performance review, appraisal and development programme

5. Subject Specific

- There may be particular responsibilities linked to the subject that may be added when necessary

6. General

- To carry out any such duties as may be reasonably requested

SURBITON

HIGH SCHOOL

Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications

- Good Honours degree
- A postgraduate teaching qualification including QTS, would be an advantage
- Evidence of further relevant professional development

Skills

- Ability to deliver inspiring lessons at KS3, GCSE and A-level
- The ability to inspire, motivate and support pupils and colleagues in a successful and dynamic school
- Excellent organisational, administrative and ICT skills

Experience

- A proven track record of delivering on academic performance
- Evidence of successful, inspiring and innovative teaching at all levels
- Experience of collaborating with colleagues

Knowledge

- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives

Personal Qualities

- High levels of personal and professional integrity and an ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- A healthy sense of humour

Attitudes

- A team player with leadership qualities
- A reflective and flexible approach
- Organised, energetic and able to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Committed to Surbiton High School's ethos and strategic vision
- High expectations for pupil attainment, personal development and conduct
- Ambitious and aspirational for oneself and for the school
- Committed to professional development and show a willingness to undertake appropriate training for this role

SURBITON

HIGH SCHOOL

To Apply

Please apply online by clicking on the following link:
https://unitedlearning.current-vacancies.com/Jobs/Advert/1609011?cid=1567

Closing date for Applications: **9:00am, Monday 20 May 2019**
Interviews will be held on Thursday 23 May 2019

Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com

The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team

About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: www.surbitonhigh.com

SURBITON

HIGH SCHOOL

Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.

United Learning
The best in everyone™

United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.