**Rutlish School**



**English Teacher**

**Second in Charge of Department**

Job Information Pack

**Please find enclosed:**

* **Advertisement**
* **Department Details**
* **Job Description**
* **Person Specification**



**RUTLISH SCHOOL**

Watery Lane, Merton, London SW20 9AD

Telephone: 020 8542 1212

Headteacher: Ms Laura Howarth



**English Teacher – Second in Charge of Department**

**Salary: Inner London Pay Spine**

**Proposed Start Date: September 2021**

**Contract: Maternity Cover**

Rutlish is a very successful, oversubscribed comprehensive school located in the leafy suburbs of Wimbledon. The recent publication of the performance tables for the academic year 2019 confirms that Rutlish School is the top non-selective state funded boys’ school in the whole of England for progress made by students over the five years of their secondary education (years 7-11).

We require an enthusiastic, inspirational and dedicated English teacher with energy and commitment to join this high achieving, happy and successful Team.

Completed applications should be submitted no later than **10:00am on Thursday 20th May 2021.**

If you have any queries regarding this post, please contact [administration@rutlish.merton.sch.uk](mailto:administration@rutlish.merton.sch.uk)

**NO AGENCIES or CVs PLEASE**

*We are committed to safeguarding the welfare of children in line with Keeping Children Safe in Education. All applicants are required to undertake an enhanced Disclosure and Barring Service check. We fully support the London Borough of Merton’s Equal Opportunities Policy.*



English at Rutlish

**OUR AIMS:**

English is absolutely central to the learning of students’ at Rutlish. It is an exciting and vibrant

subject with a creative and critical approach to developing literacy skills. The Department is constantly reviewing its schemes of work in order to more clearly identify opportunities for differentiation within the context of a wide repertoire of teaching and learning styles. We celebrate National World Book Day, National Poetry Day and similar events, as part of ensuring Literacy has a high profile. English Department will be promoting to all other departments DEAR (Drop Everything And Read) scheme in order to keep Literacy at the forefront throughout the school. There is a strong team ethos and we enjoy our work. We have close links with tutor groups to make Literacy a whole school concern.

**STAFF & FACILITIES:**

The English Department is taught in the Innes building in its own suite of adjacent rooms. Media and a variety of other resources are readily available for use with all classes. All members of the Department are English specialists and teach across the age and ability ranges. There is a strong team ethos and we enjoy our work.

**KS3:**

Students are allocated to sets after the first half term in Year 7 and from then on are taught in sets in all year groups.

All Key Stage 3 students receive 7 hours of English a fortnight. It has a particular focus on ways to improve literacy at Key Stage 3 and how to more fully engage boys across the school in their learning processes. We see the national emphasis on literacy as an opportunity for some interesting initiatives within English and across the curriculum. Rutlish English Department encourages Independent reading through Literacy lessons in class or in the Library once a fortnight in KS3

**KS4:**

Key Stage 4 students study GCSE English Language and GCSE English Literature and the Department currently enters students for examinations set by AQA. All Key Stage 4 students receive 7 hours of English a fortnight.

2019 GCSE results English Language grade 4+ 78% grade 7+ 24% and English Literature Grade 4+ 83%, Grade 7+ 33% which contributes to the overall success of the students at Rutlish.

**KS5:**

We are teaching students in the Sixth Form in partnership with Ricards Lodge. Both Heads of Department work closely with each other to ensure that the course is student – friendly and supportive. RR6 (boys) is ranked among the top 20% of the non-selective state funded boys’ schools in England.

**EXPECTATIONS:**

The Department is committed to raising achievement and believes it has a firm base from which to achieve this. We have many exciting initiatives within English and this is an excellent time to join a forward looking and developing Department.

Mrs I Alltraine

Head of Department



# Rutlish School

**Job Description**

**Post: Key Stage Manager (Maternity Cover)**

**Responsible to:** Head of Department

**Responsible for:** Raising achievement within the department against the context of the national agenda

**Responsibility Allowance**: This post has been assessed as **TLR2**

The key task of all teachers is to actively contribute to making Rutlish a healthy, safe, enjoyable and achieving school in which students are enabled to make a positive contribution and are prepared to achieve later economic well-being.

Key to succeeding in this is that all teachers are required to develop positive professional relationships with staff and students, contribute to establishing and maintaining high standards within and beyond the classroom and to deliver high quality teaching and learning, ensuring good quality planning, marking and record keeping.

**General Duties of a second in Department:**

As a Middle Leader, the Second in Department is expected to:

a) Model best practice across the range of expectations of all teachers, that is:-

* To play a full part in the corporate responsibility for ensuring the well-being of students and the positive, pro-active management of student behaviour when on the school site
* To undertake whole school duties on a rota basis
* To participate in staff appraisal
* To implement school policies
* To be prepared to undertake continuing training, seeing it as an essential part of their development
* To undertake duties as a tutor, including keeping an accurate attendance register, ensuring proper records are kept and attending to the welfare and guidance needs of the tutor group
* To liaise and meet with parents on a regular basis in order to discuss the progress of students taught and the progress of students in the tutor group where appropriate

b) Contribute to the educational progress of all students taught in the department

c) Lead, develop and enhance the teaching practice of other staff within the department

d) Be accountable for leading, managing and developing key elements of their subject area

e) Support the HoD in ensuring all aspects of Health and Safety are rigorously addressed across the department

f) Deputise for the HoD in his/her absence

# Specific Responsibilities

* To support the HoD in the delivery of the National Curriculum across all age and ability ranges
* To be responsible for new initiatives in their allocated year groups.
* To be responsible for the development of Schemes of Work and Units and baseline testing in their allocated year groups. This includes the oversight of the process of assessment, the recording of results and the use of data in intervention planning
* To work with the HoD to ensure that all work is monitored and scrutinised at regular intervals through learning walks, lesson observation and work scrutiny
* To support the HoD in all aspects of the Department Evaluation and Development Planning
* To support the HoD in the mentor programme for the professional development of initial teacher training students
* To meet fortnightly with HoD and Line Manager to discuss departmental progress and matters arising
* To undertake any reasonable duty as requested by the Headteacher, SLT or HoD



# Rutlish School

**Person Specification**

**Post: Key Stage Manager (Maternity Cover)**

**Responsible to:** Head of Department

**Responsible for:** Raising achievement within the department against the context of the national agenda

**Responsibility Allowance**: This post has been assessed as **TLR2**

**Experience:**

* Qualified Teacher Status (QTS) with a valid 11-18 teaching qualification
* Well qualified English specialist
* Excellent teaching skills
* Experience of using ICT in English
* Whole School Literacy initiatives
* Proven skills in effective classroom management

**Specific Skills:**

* Up-to-date knowledge of current educational developments in English and in relation to the role of English at a Whole School level.
* Enthusiasm for English
* Ability to raise standards
* Good relationships with students and staff
* Ability to communicate effectively orally and in writing
* A clear grasp of Assessment, Recording and Reporting (including target setting)
* Ability to teach Media Studies is desirable

**Personal Qualities:**

* Desire to learn
* Highly motivated
* Flexible and risk taking personality
* Good organisational and inter-personal skills
* Ability to work within a team
* Ability to lead and manage people and resources
* High expectations of self and others
* Commitment to enrichment and enhancement activities