



BURGESS HILL

— GIRLS —

English Teacher, full time position

Required for September 2020

We are looking to appoint a dynamic and inspirational English teacher with a good honours degree and excellent communication and interpersonal skills to join our successful English department in this high performing school.

The successful candidate will be motivated and aspirational and will work with the department in promoting a love of English both inside and outside the classroom. You will teach English Language and English Literature throughout the Senior School and English Literature at A level.

A willingness to contribute to the extra-curricular life of the School is essential.

NQTs are encouraged to apply along with more experienced candidates.



ABOUT THE SCHOOL

Location

The School is situated in a very pleasant thirteen-acre site in the conservation area of the town. Burgess Hill is a medium sized town with its own theatre, orchestra, cinema and leisure centre. Burgess Hill is approximately ten miles from Brighton and Lewes, fifteen miles from Crawley and fifty miles from the centre of London. It is well served with fast roads – the M23 and M25. The school is a three minute walk from the railway station.

Facilities

The School is a blend of Victorian buildings and ultra-modern facilities and there has been a steady development of the facilities.

Curriculum

The School offers a full range of GCSE and A level courses in preparation for university entrance.

Pastoral care

Our pastoral system is designed to encourage and support the development of each individual student from the moment she arrives in school until the time she leaves. We want to provide each student with the skills and confidence to help her to make the most of her time with us, at university and beyond. Implicit in the School aims is the expectation that every teacher will accept responsibility for the development in each pupil not only of the highest academic standards, but also of the confidence and self-esteem, which comes from being valued as an individual within a community.

Co-curricular and extra-curricular activities

We believe that education is about giving young people the chance to be successful in as wide a range of areas as possible, and to feel a sense of pride in their achievements. Extra-curricular activities give each student wonderful opportunities to explore her own talents and develop her individual skills to her full potential. The successful applicant will be expected to work effectively as part of the teaching team and play a full part in the wide range of co-curricular and extra-curricular activities with which the school is involved. They will be encouraged to draw on their own interests and expertise to assist the department in continuing to promote a positive image of the English department throughout the school.

THE ENGLISH DEPARTMENT

As in any school, English is considered to be of central importance in the curriculum, and this is reflected in the proportion of time allocated to it on the timetable. In Years 7 and 8, students have a total of five 40 minute periods of English per week and in Years 9, 10 and 11 a total of six 40 minute periods. A full time teacher would normally teach across the age range, including at A level. This gives staff a good sense of students' progress and subject continuity and allows them to get to know the students very well. They are also able to contribute to the subject at all levels.

In the Lower School, classes are set by ability. Students follow a bespoke curriculum which draws from the best current practice. They are introduced to a range of poetry, fiction, drama, literary non-fiction and media texts in order to lay the foundations for future success. We foster a lively interest in reading, literature and creative writing, and a gradual development of analytical skills.

In Year 9 students encounter more challenge and extension as the curriculum anticipates the demands of the Edexcel IGCSE English Language and English Literature courses followed in Year 10 and 11. English and English Literature courses are combined in all classes. Classes are set by ability.

English Literature is a popular choice at A level. We follow the Edexcel A level syllabus. Sets are shared by two teachers.

Full time members of the department are expected to take on at least one major area of responsibility such as schemes of work for the Lower School or book award shadowing schemes. We also share responsibility for extra-curricular enrichment, such as debating, public speaking and creative writing clubs, and the programme of theatre visits and special events which run annually.

There is a tradition of sharing and cooperation in the department. In the past we have frequently worked as a team to develop teaching strategies and materials, and we feel that discussion and exchange (both formal and informal) has been a much valued feature of our work. The rapid pace of change in English teaching at present, coupled with the relative freedom of teaching in an independent school, offers us a virtually unprecedented opportunity to review, experiment and innovate, in order to construct courses for the students that are genuinely progressive, challenging and fulfilling. We are looking for a person who has the energy, enthusiasm and ideas to contribute to this dynamic department.

THE ROLE

Duties and Responsibilities

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils within the English Department
- Undertake a designated programme of English teaching up to A level
- Teach pupils according to their educational needs, including the setting and marking of work
- Assess, record and report on the attendance, progress, development and attainment of pupils and keep such records as are required
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures
- Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Ensure a high quality learning experience for pupils which meets internal and external quality standards
- Prepare and update subject materials
- Use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus
- Ensure that school aims related to ICT, literacy and numeracy are reflected in the teaching and learning experience of the pupils
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework
- 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 promote actively the school's corporate policies
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- Undertake any other reasonable duty as specified by the Head

Teachers are expected to play a full part in the life of the school community to support its distinctive ethos, and encourage and ensure students follow this example.

RECRUITMENT PROCESS

Candidates are required to submit an application form with supporting letter and details of two referees. One reference should be from a current or last employer and should comment on the teaching skills of the candidate. References will be taken up prior to interview.

The closing date for applications is **12.00noon on Tuesday 25th February 2020.**

Short-listed candidates will be contacted by telephone and interviews will take place **on Thursday 12th March 2020.**

Candidates who have not heard from the School by the end of March should presume that their application will not be taken further.

Candidates will be required to teach a short lesson on a topic to be decided, complete a relevant task and attend an interview. They will also meet with key staff and be offered a tour of the School.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

