

## **TEACHER OF ENGLISH i/c KS3 AND PUPIL PROGRESS**

### **DETAILS OF POST**

We are looking for a dynamic, energetic, well-qualified and highly committed teacher possessing excellent language and literary skills, capable of teaching English to A level.

### **ENGLISH DEPARTMENT**

#### Teaching

Members of the department teach classes from Years 7 to 13, and prepare girls for GCSE and A level examinations. We have followed the AQA (9-1) GCSE syllabus since September 2016. All girls take both English and English Literature GCSE examinations. At A Level, we follow the Edexcel board. The number of periods taught per week varies from four to five for Years 7 to 11 with A Level students being taught for eight lessons per week. Girls applying to Oxford or Cambridge to read English have the opportunity of attending enrichment classes. There are currently three A Level groups and the teaching of each group is split between two teachers.

We have a tradition in the department of encouraging strong, original, creative writing and girls have regular language lessons to provide them with a good foundation of grammar for their writing. We consider accuracy in all features of writing important. We study a broad range of literature from Shakespeare to contemporary authors and aim to give girls an appreciation of works which they might not read on their own. We teach Shakespeare from Year 7.

We arrange trips to the theatre and study days and invite theatre workshop groups to the school. All teachers in the department are required to assist in such visits.

#### Line Management

The teacher of English i/c KS3 and Pupil Progress is immediately responsible to the Head of English.

### **Specific Duties of the Teacher of English i/c KS3 and Pupil Progress**

#### **KS3**

- To work closely with the Head of Department to update the KS3 Schemes of Work.
- To be responsible for finding new texts.
- To ensure the alignment of the KS3 Schemes of Work with GCSE syllabus.
- To oversee assessment in KS3, including the setting of Common Assessment Task, the relevant mark schemes and organising moderation across the department.
- To track and analyse pupil progress at KS3.

#### **Pupil Progress**

- To liaise with the SEND department about implementing first quality teaching in the department.
- To liaise with the SEND department about support strategies for pupils for whom English is not the main language of communication at home and whose fluency in formal English may be limited.

#### **Literary Society**

- To arrange visiting speakers.
- To organise weekly meetings to promote literature across the school.

### **Creative writing**

- To widen access across all years.
- To organise and promote Arvon residential trip.

### **Staff management**

- To act as PGCE/NQT mentor if required.
- To assist the HOD with staff appraisal if required.

### **Duties of the Teacher of English**

- To promote the study and enjoyment of English throughout the school.
- To incorporate any relevant new knowledge and understanding into the teaching of the subject in school.
- To ensure that appropriate records of homework, classwork, tests and assessments are kept and are available as required, in line with the school's policies.
- To supervise the arrangements for coursework and the preparation and marking of internal examination papers and to make the necessary arrangements with other staff responsible for the administration of all examinations relating to English.
- To organise educational visits, as required by the programmes of work and specifications, to support the teaching of English at all levels.
- To participate in PSCE teaching.

### **Person Specification:**

#### **ESSENTIAL**

- Good qualifications – degree or equivalent in English and a genuine passion for the subject.
- Commitment to further professional development and an interest in pedagogical innovation.
- Good communication skills.
- Competency in the use of ICT for administration and for teaching and learning.
- Willingness to get involved in the extra-curricular life of the school.
- An ability to motivate students to reach their full potential.

#### **DESIRABLE**

- Experience of teaching English from KS3 to A level.
- A proven track record of maximising progress and achievement with all pupils including exam classes.
- Understanding of the expectations of a high achieving academic environment.
- Understanding of the particular challenges and opportunities of a single sex environment.
- Experience as a form teacher.

### **General Duties**

- To take on duties and responsibilities as shall from time to time be allocated by the Head of Department.
- To attend regular departmental meetings.
- To participate in the school's Appraisal Scheme and to take advice from the Head of Department and other Senior Colleagues on Professional Development.
- To co-operate in the preparation and marking of examinations, including assisting with the administration and marking of entry examinations, report writing and other assessment and record keeping procedures.

- To cover for absent colleagues and to set work for them in an emergency and to deputise for the Head of Department in their absence if necessary.
- To undertake supervisory duties and to attend INSET sessions and meetings on days outside full term as necessary.
- To undertake the duties of Form Tutor, including administrative duties such as registration, as well as disciplinary and pastoral care of a form group.
- To attend Parents' Evenings and staff meetings including those which take place before and after the school day and before the beginning of term, together with attendance at morning Assembly and major school functions.
- To make a contribution to the extra-curricular life of the School.

## **THE SCHOOL**

The City of London School for Girls is an independent, non-denominational girls' school which is administered by the Corporation of the City of London. It is a member of the [Headmasters' & Headmistresses' Conference \(HMC\)](#) and caters for pupils whose ages range from 7 to 18 years. The total number of pupils is about 755, approximately 93 of whom are members of the Preparatory Department. There are, on average 150 girls in the Sixth Form. Entry is by competitive examination at 11+ and by testing and interview at 7+ and Sixth Form level. The school has a strong academic tradition and all girls go on to Higher Education from the Sixth Form.

Achieving academic excellence is an important part of life at CLSG, but so too is the provision of a wealth of extra-curricular opportunities, broadening students' lives with new experiences and challenges and ultimately, ensuring that our pupils flourish. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is a fundamental part. Our School is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active outreach programme, to an international outlook and to educating young women to be the leaders of tomorrow. Applicants for teaching posts at City should therefore be enthusiastic about getting to know students and providing guidance appropriate to their individual needs. Applicants should also be keen to invest time and energy in extra-curricular activities, and to exploit to the full the opportunities arising from being at the heart of the City of London and to contributing to the strong community spirit which is a prominent feature of the school.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Personal development is the goal for every girl.

Facilities and support for staff are excellent. iPads are available to teaching staff, and extensive computer facilities are available for integration into teaching practice. CLSG has deployed the use of mobile technologies across the school.

CLSG works in partnership with a number of schools within and outside the City of London. The school is part of the East London Consortium as well as of the family of schools supported by the City of London Corporation.

## **Professional Development at CLSG**

CLSG is thoroughly committed to supporting the professional development of staff and to making it an integral part of the School Strategic Development Plan. Staff learning is as important as pupil learning at CLSG. CLSG has developed a unique model of professional development. Staff have a total of 5 full INSET days a year, in addition, lessons on Mondays end early to provide further professional development time within the School day. All staff are involved in cross departmental learning communities where they engage in professional reflection, experimentation and sharing of good practice. In recent years, the school has used these "Collaborative Enquiry Groups" to embed pedagogical approaches.

The school is fully committed to embedding research as part of professional learning and in September 2015 appointed a Researcher in Residence. The Researcher in Residence supports members of staff who are working on small scale action research projects within the school. She has been the CLSG lead in a joint research project

with CLS and Birkbeck University on improving working memory. The school also sponsors up to 5 members of staff a year to pursue MA courses in Education.

Within the East London Consortium and the family of City schools, there are frequent opportunities for collaborative professional development which the school has always taken a leading role in.

### **CONDITIONS OF SERVICE**

Members of staff at the City of London School for Girls enjoy certain privileges and a salary which is well above the level of a comparable post in the Maintained Sector. The salary for this post is in the range £34,120 to £55,950 at current rates depending on experience. There are two further threshold points on the salary scale to which staff at the top of the incremental scale become entitled subject to satisfactory assessment after two and four years respectively.

This post of Teacher of English i/c KS3 and Pupil Progress carries a responsibility allowance (Level 5) of £ 3,680 and a time allowance of 2/30.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate and medical clearance. This post is exempt from the Rehabilitation of Offenders Act.

A Staff Fee Remission Scheme is available to members of the teaching staff for children attending one of the three City independent schools. The rate is currently 50% of full fee for up to seven years and further details can be supplied to applicants invited to interview upon request.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head, Pastoral) or to the Headmistress.

### **THE PROCESS**

To apply for the post please complete the application form, together with a brief covering letter which explains why you feel particularly suited to the role and how it may fit in with your future aspirations.

On application please will you provide evidence to validate the contents of your CV which should offer a full employment history and full details of all educational achievements. You may be required to declare yourself to be in good health and you are required to declare criminal convictions. Confirmation of the appointment depends upon a satisfactory outcome to the usual statutory and medical checks. You should be aware that we may approach any previous employer as a child protection measure.

**Applications close on Monday 18<sup>th</sup> March at 9.00am**

**Interviews will be held on Wednesday 20<sup>th</sup> March**