



BADMINTON
SCHOOL



Badminton School

TEACHING
VACANCY 2021



Badminton Benefits

What it is like to work at Badminton School?

Big enough to matter,
small enough to care

Cycle to work
scheme

Staff Induction
programme
and mentoring
scheme

Friendly
colleagues

Boarding and
Day School

Homely environment

Beautiful grounds and
well-maintained buildings

Girls aged
3 – 18 years
on one site

Central Bristol location

Free use of sports
centre, pool, gym
and tennis courts

Ambitious and
high-achieving pupils

Generous
holidays

Social
calendar

Consultation and communication
via our Staff Forum and Council

Diverse and international
yet also local

All girls

Free School lunch

Pension Scheme
from day one

Internal and external
professional development

On-site parking

Online learning/training

Dedicated
support staff

Supportive culture

Initiatives to
support and
promote staff
wellbeing

Disciplined
yet informal
teaching
environment

Quality I.T. environment
for teaching staff

Line Management
opportunities

Concessionary School fees for staff with daughters

Message from the Headmistress

Dear Candidate

Thank you for taking an interest in the Teacher of Speech & Drama (Maternity Cover) role at Badminton School. We are a thriving day and boarding school, which has remained at the forefront of girls' education for over 160 years, and we are excited to see how the successful applicant for this role will bring forward their ideas and energy to support the Drama Department.

I hope that you find this brochure helpful and informative, but should you require any further guidance please contact our HR Department who will be happy to assist.

I look forward to receiving your application.

Rebecca Tear

Mrs Rebecca Tear
Headmistress

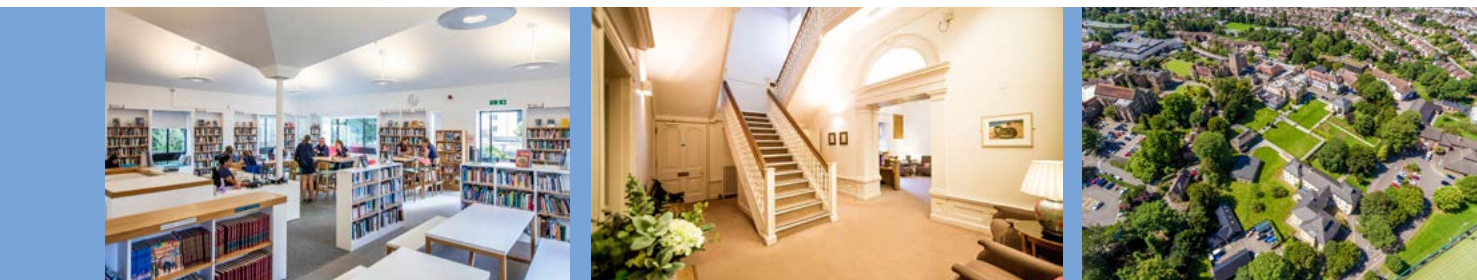


Badminton School



Badminton School is an independent day and boarding school for girls aged 3 – 18 years. Its location in Westbury-on-Trym on the leafy outskirts of the university city of Bristol provides all the amenities and opportunities of a diverse city, mixed with the green open space of the surrounding areas. The School itself has an enviable sense of community, which is felt the moment you step through the gates to the enclosed campus of beautiful buildings and pleasant gardens.

The School consistently achieves impressive academic results, which enables the girls to access a wealth of world-class universities, music conservatoires and art colleges. Badminton has a holistic approach to learning and girls are encouraged to develop as individuals, pursue their own interests and expand and explore their ambitions, both in their academic work and co-curricular activities. The aim at Badminton is to encourage the pupils to become curious, confident and enthusiastic learners within a community that is supportive, friendly and fun!



In the recently published and highly influential Sunday Times “Parent Power” report, Badminton was once again in the top 20 Independent Schools for girls in the country and was ranked third best Independent School of any type in the South West.

The happiness and welfare of our pupils is paramount to everyone at Badminton. We currently have 500 pupils and our small community and small class sizes mean that there is a focus on the pupils as individuals, leaving no opportunity for anyone to be anonymous. Awareness of responsibility is cultivated and the community code of conduct makes pupils aware that other people matter. The pupils’ mutual respect and support for not only their peers, but also for the whole community, goes right to the heart of the School’s ethos.

In the Junior School there are approximately 130 girls, most of whom are day pupils; in the Senior School there are over 375 girls of whom approximately half are Boarders.

Badminton School

Badminton enables its pupils to become increasingly independent in a supported environment and gives them scope to explore ideas and activities. The pupils therefore develop the confidence to take reasonable academic risks when faced with a challenge, to transfer skills and to problem solve. Ultimately, this gives a Badminton pupil the opportunity to become their best self, whatever that self may be.

Boarding in the vibrant and cosmopolitan university city of Bristol offers many diverse opportunities for activities out of School including voluntary and community work, membership of sports, music and drama clubs, competitions and academic enrichment.



All Boarders are accommodated on the campus. In September 2008 a purpose-built Boarding House opened to replace accommodation for girls in Years 9, 10 and 11, to complement our existing Senior School Boarding House and our highly regarded Sixth Form Boarding House.

At the top end of the Senior School, the Sixth Form occupy a separate self-contained Sixth Form Centre with large Common Rooms, small seminar rooms and study bedrooms. Sixth Form pupils have more freedom and, consequently, more responsibility, which helps to prepare them for the transition towards leaving School and succeeding with their university course or Gap Year challenge. We are proud that they still remain an integral part of School life, enriching it by inspiring and empowering the younger pupils through their leadership and mentoring roles and involvement in House activities.

The School has continued to invest in a range of enhanced facilities, including a full sized astro pitch and more recently a new state-of-the art Sports Centre.

Badminton Junior School provides a healthy balance between academic work and recreational activities with plenty of opportunity for creativity and physical exercise. Its aim is to foster a love for learning in preparation for the Senior School.

The School's Vision and Values

Vision

“Badminton provides the best preparation for girls living and working in a global society.”

Values

- To provide an education which nurtures intellectual curiosity and which is challenging and fun, balancing academic excellence with fulfilment of individual potential in the arts, sport and co-curricular activities.
- To provide pastoral care which teaches respect and tolerance for the whole community and requires each girl to take responsibility for herself and others. To create opportunities for every girl to make a contribution to the wellbeing of the School and genuine mutual support.
- The international mindset of the School aims to create an awareness of the needs and concerns of society at local, national and global levels.
- Badmintonians leave the School as curious, confident and courteous individuals who will thrive in a competitive, global society.
- Badminton respects the past and looks to the future, ensuring good stewardship of the Badminton name, the campus and the School's world-class reputation.

School Results and Achievements

A Level (Upper Sixth)	2020	2019	2018
Grades A*/A	67%	56%	56%
Grades A*, A, B	90%	85%	73%
Average subjects per candidate	3.10	3.18	3.17

GCSE (Year 11)	2020	2019	2018
Grades A* - A/9 - 7 (includes 9-7 for 2017/18 onwards)	85.1%	78.4%	87.5%
Grades A* - B (includes 9-6 for 2017/18 onwards)	93.9%	88.4%	96.1%
Average subjects per candidate	10.05	10.18	9.24

Junior School to Senior School	2020	2019	2018
Retention rates	79%	79%	86%

Why Bristol?

7 reasons why it is one of the best cities in which to live and work*

1 Quality of life



Bristol has something for everyone, from idyllic landscapes to a host of trendy bars and restaurants. In recent years, this has been supplemented by low unemployment, excellent public services and falling crime rates. The city is a hub of cultural activity, home to a thriving technology scene and a host of big-name companies.

2

Local economy

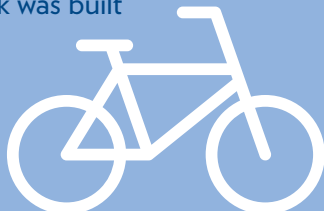


Continued investment in Bristol shows confidence in the area remains high. The local economy is expected to keep growing for the next few years.

3

Cycle everywhere

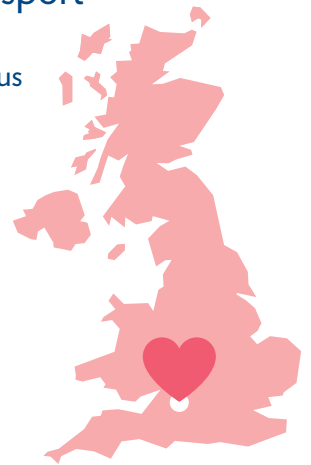
Bristol was the UK's first cycling city. You only have to look outside to see how cycling made the city of Bristol is. There is an impressive number of urban cycle routes and the first bit of the National Cycle Network was built right here in our city.



4

Location and transport

In Bristol you are only ever a short drive away from gorgeous beaches and scenery, whilst journeys to London, Cardiff, Plymouth and Birmingham can all be made in under two hours via the train. The M32 runs directly into the centre, with the M4 and M5 close by. Buses serve the city centre well too.



5 Culture

There are plenty of attractions in the city, notably Bristol Zoo, Brunel's SS Great Britain and the Clifton Suspension Bridge, along with a host of parks, museums, religious sites and activity centres. Looking for somewhere to eat and drink? Bristol has long enjoyed a reputation as having one of the best food scenes in the UK.



6

Parklife

Bristol has got some of the best green spaces around; from Brandon Hill to the Downs, take your pick. And the city works hard to keep them nice and clean.



7

Sustainability



Bristol was the first British city to be named European Green Capital in 2015. Bristol is a place where people care, where you can do your bit to protect the environment by learning more about sustainability. Join one of many sustainability campaigns or local charities and grab the opportunities to get involved and make a difference.

*According a Survey in the Sunday Times in 2017, Bristol was the best place to live in the UK.

Teacher of Speech & Drama (Maternity Cover) Job Description

Aim of the role:

- To teach your Subject(s) in an interesting and challenging manner, enabling each pupil to realise her potential;
- To stimulate and foster enthusiasm for your Subject(s) within the School;
- To adhere to all School policies and procedures (e.g. Child Protection, Health and Safety, Appraisal), including all School and Departmental educational policies;
- To support the School's vision and values.

Accountability:

You are responsible firstly to your Head of Department, and ultimately to the Deputy Head (Academic) on academic matters, to the Assistant Head (Pastoral and Logistics) on matters of discipline, pastoral, welfare and safeguarding, and ultimately to the Headmistress.

Main purpose:

Under the direction of the Head of Department/Head of Subject:

- a) To contribute to the teaching of the Department
- b) To participate in the development of appropriate specifications, materials and schemes of work.

Key responsibilities – academic:

Under the direction of the relevant Head of Department/ Head of Subject to:

- Contribute to the teaching of the Department as set out in the timetable;
- Prepare lessons taking account of the pupils' abilities within each teaching group/set;
- Identify, encourage and help to realise each pupil's academic potential;
- Employing good subject knowledge, become fully acquainted with the appropriate specifications and schemes of work and carry out the requirements thereof;
- To keep abreast of all developments in your Subject(s);
- Be a good ambassador for the subject; attend Departmental meetings, Subject meetings and INSET courses as appropriate;
- Take a proportional share of responsibilities for Departmental activities (e.g. trips, lectures, societies, intranet maintenance, HE advice), new initiatives and provision and maintenance of resources (e.g. the writing and updating of schemes of work, the display of pupils' work, etc);
- Manage the classroom environment in a way conducive to successful learning and the maintenance of good pupil discipline, making use of sanctions and rewards in line with School policies;
- Check the attendance of and keep necessary academic records for groups taught and apply the School's assessment framework;
- Maintain an up-to-date knowledge of pupils with special needs and facilitate their work accordingly;

Job Description

- Set and mark a proportional share of the internal examinations, entrance papers, scholarship papers, mark coursework, write reports and grades according to School Policy;
- Set and mark work regularly for all pupils, in accordance with Departmental Guidelines;
- To support the Departmental Development Plan;
- As appropriate, be aware of all Departmental and School health and safety requirements including relevant risk assessments and contribute to their development as necessary.

Other academic responsibilities:

To attend all relevant meetings (with staff, parents, pupils, prospective parents and pupils, and visitors);

- When occasion demands, to communicate politely, helpfully and effectively with parents and guardians;
- To write references as necessary;
- To ensure that appropriate use is made of ICT;
- To adhere to the Staff Dates List and attend staff meetings, In-Service Training, a limited number of whole School events as identified by the Headmistress and to support School activities;
- To participate in the School's scheme of staff appraisal and engage in CPD and peer observation.
- To foster and maintain good relationships with other schools, professional organisations and outside bodies;
- To invigilate internal and external examinations and to provide cover, within reasonable limits, for absent colleagues as required;
- To carry out any other task at the reasonable request of the Headmistress;
- To supervise projects, such as extended essays, as requested.

Key responsibilities – pastoral:

All staff are expected to conduct themselves in an appropriate manner at all times and to support and foster the vision and values of the School. They must undertake a pastoral responsibility as a Form Tutor, Sixth Form Tutor or House Tutor (as set out in those job descriptions) and to contribute to activities, clubs and events which underpin and enhance the intellectual, cultural and physical and social life of the community. Each member of staff is also associated with one of the six Houses and is expected to support their House events and activities. All staff may be required to deliver of the School's PSHCE programme when required and ensure that they are familiar with the School's Child Protection, Safeguarding, Health & Safety and ICT acceptable use guidance.

Key responsibilities – co-curricular:

To participate in the School's co-curricular programme; this means offering at least one co-curricular activity per week in addition to Departmental activities as agreed with the Headmistress or Deputy Heads.

Job Description

Key responsibilities – general:

- To share in the responsibility for maintaining high standards of discipline, courtesy and appearance among the pupils, while promoting their welfare, safety and happiness;
- To contribute to the collective work of the teaching staff in providing daily Duty Teams as per the Deputy Head (School Management)'s schedules;
- To take a proportional share of examination invigilation;
- To exercise a duty of care to promote the safeguarding and wellbeing of pupils and contribute to the maintenance of a safe and secure School environment;
- To behave at all times with an awareness of the ambassadorial role that teaching at Badminton entails. Participate as appropriate in whole School marketing events, such as Open Days, Activity Days and also at School community events;
- To support the School's Development Plan;
- To attend meetings as required.
- To undertake any other task reasonably requested by the Headmistress.

This is not an exhaustive list of tasks. Further details of the responsibilities and duties of staff may be found in the Staff Handbook.

This job description is subject to regular discussion and review.

Job Description

The Drama Department

There is a strong tradition of Drama at Badminton which goes back many years. At Key Stage 3, Year 7s have a double lesson of Drama every week; in Years 8 and 9 they have a double lesson every fortnight. Drama is a popular subject choice at GCSE and every year a small but committed number of pupils take A Level Theatre Studies.

Alongside this there is a thriving Speech and Drama Department which takes pupils from the age of 4 in our Junior School right through to the Sixth Form. They work on LAMDA examinations covering Acting, Public Speaking and Verse & Prose. Examination sessions take place three times a year.

Following the completion of a new Sports Centre (Summer 2018) the Drama Department is currently housed in the Old Gym with plans to develop this space into a Performing Arts Centre. Currently most major performances take place in the Peace Memorial Hall which has a traditional stage set up with good backstage space and costume store and dressing rooms below. The Hall is well equipped with lighting and sound equipment to support productions.

The Role of Teacher of Speech & Drama (Maternity Cover)

The successful applicant will be an outstanding teacher with the energy, commitment and experience to contribute to a flourishing School Drama Department and help develop the prominence of Speech & Drama within the School, in both the academic and practical aspects. As well as promoting Drama at all levels within the School, the successful candidate will need to be calm under pressure, well-organised, efficient and able to work effectively and harmoniously with staff, pupils, parents and the wider community.

The successful applicant will support the in-production work and may take a lead on some School performances. There is a major School play in the Autumn Term and other smaller events throughout the year, including other performances, both in School and at other venues.

It is likely that the post-holder will teach approximately five periods of curriculum Drama and between 20 and 25 pupils for Speech & Drama. The post-holder will report to the Head of Drama.

The termination date of this Maternity Cover post is dependent on the plans of the member of staff whose maternity you will be covering. Your contract of employment, when issued, will include a provision requiring the School to give you at least 28 days' notice of their return to work. The 28 days' notice period is a minimum; the School would expect to be able to give the post-holder a longer period of notice than this and to reach a mutual agreement on the termination date of this Maternity Cover well in advance.

Person Specification

Education and qualifications:

Applicants must have appropriate academic qualifications for the role, which for most teaching posts means a good Degree in the relevant Subject.

Their Subject knowledge will be excellent, and they will be capable of sharing their expertise at levels commensurate with the age and abilities of their classes.

Applicants should have qualified teacher status, although the School may also from time to time accept applicants who are on an accredited programme working towards Qualified Teacher Status.

Teaching experience:

Some teaching experience in the Subject applied for is generally desirable, although not essential if candidates are applying for a first post in teaching. All applicants, however, should have experience of working with young people in some capacity and should have some knowledge of how to enthuse, lead and manage teams and groups.

Knowledge and understanding:

Applicants should demonstrate a clear understanding of the Secondary Curriculum and its assessment, have an ability to employ a range of effective teaching, learning styles and assessment methods and possess the ability to use assessment data to inform planning and set targets. The candidates must also be knowledgeable and have an understanding of the Drama National Curriculum and the National Strategy.

Teaching and learning:

Applicants must be motivated to work with young people, be able to form and maintain appropriate relationships with pupils and establish personal boundaries, have emotional resilience and be able to maintain good order. They will be thorough in preparing lessons and in assessing and monitoring progress. They will keep full records and write detailed reports.

Personal qualities:

Applicants will be personable, of smart appearance and have good social skills. They will be organised, punctual and efficient in organising their workload and managing their time effectively. They will be competent in the use of I.T. They will work well in a team and be responsive to advice and guidance.

All applicants are expected to share the School's vision of the benefits that single sex education provides.

The successful applicant will contribute widely by taking on the role of Tutor and by playing a full part in the sporting and co-curricular activities of the School and in the Boarding life of the School.

In addition to the above, the successful applicant will be expected:

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;
- To be mindful of their personal responsibilities relating to safety, health and the environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.

Application Process

How to apply for this role

Candidates should download the Teaching Staff Application Form from the School website [here](#).

Applicants should also send a letter addressed to the Headmistress, Mrs Rebecca Tear, highlighting their interest in and experience for the role in support of their application, on no more than two sides of A4.

Candidates should complete and return the Application Form and letters of application to the HR Manager: hr@badmintonschool.co.uk

Timetable

Deadline for application: 9.00am on Monday 17 May 2021.

References will be requested for all long-listed candidates after this date unless prior agreement has been made with the HR Manager.

Interviews will take place week commencing Monday 17 May 2021.

Role commences: September 2021.

Post detail

The post is to cover for the absence of the post-holder on maternity leave. The termination date of this Maternity Cover post is dependent on the plans of the member of staff whose maternity you will be covering. Your contract of employment, when issued will include a provision requiring the School to give you at least 28 days' notice of their return to work. The 28 days' notice period is a minimum; the School would expect to be able to give the post-holder a longer period of notice than this and to reach a mutual agreement on the termination date of this Maternity Cover well in advance.

Additional information

All sections of the Application Form must be completed, including the names and addresses of two referees, one of whom should be your current employer (if applicable) and a full education and employment history. All applicants will be asked the reason for leaving previous roles if this is not explained on the Application Form. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Please submit your application by email or on single-sided sheets of A4 paper held together with a single paper clip (no staples) since multiple copies will be made. We do not accept/review curriculum vitae, so please do not enclose this.

It is School policy that we write for employment references during the selection procedure and we may approach any previous employers for information to verify particular experience or qualifications, before interview. We would be grateful if you could complete the Monitoring Form and return this along with your application.

Application Process

Please address your envelope for the attention of the Human Resources Department or email it to:

hr@badmintonschool.co.uk

Please note that if you are unsuccessful at the interview stage, we will not provide feedback on your performance.

The School underwent an ISI Regulatory Compliance Inspection in April 2018; the full report is available via a link from our website www.badmintonschool.co.uk or from the ISI website www.isi.net. We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by the candidate, proof of a right to work and subject to the completion of a satisfactory probation period. Candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed or being rescinded.

In the education sector, we have a responsibility to safeguard young adults and children in our care. Under current legislation, we are required to obtain full employment and education history including dates, as such please ensure that any gaps in your employment history since the age of 16 years are explained. Failing to do this will cause unnecessary delays in the processing of your application.

Salary

The lessons taught are paid on the hourly rate for Specialist Visiting Teachers which is £28.63 per hour or £19.09 per 40 minutes (pay review pending).

Offer of the post

The offer of a post will be made subject to satisfactory written references, health declaration and enhanced DBS check.

Safeguarding

Badminton School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and are required to adhere to the School's Safeguarding Policy and related procedures. 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, he or she must report any concerns to the Designated Safeguarding Lead or other appropriate person as set out in the Policy.

To read the Badminton School Safeguarding Children Policy, please click [here](#) where you can download it.

Further information about Badminton School can be found on the School website: www.badmintonschool.co.uk

Thank you once again for your interest and we look forward to receiving your application.



BADMINTON
SCHOOL



Badminton School
Westbury Road
Westbury-on-Trym
Bristol BS9 3BA

T: +44 (0) 117 905 5200
E: hr@badmintonschool.co.uk
www.badmintonschool.co.uk