



WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Miss Sylvia Tai BA (Hons)

INFORMATION PACK FOR APPLICANTS

Name of Post:	Teacher of English full time Maternity Cover Required from April
Location:	Watford, Hertfordshire
Closing Date:	noon Monday 20th January 2020
Interviews:	Friday 24th January 2020

Thank you for requesting details of the above post. The following documents form part of this pack: this applicant letter, job description and person specification. In order to apply please use the teaching staff application form on our website, and make yourself familiar with our child protection and safer recruitment policies, also on the website. Please also complete the Equalities Monitoring form via the link.

You are welcome to send a copy of your CV however it must be accompanied by a fully completed and signed application form. A CV alone will not be considered. The application form can be completed and returned electronically however if this is the case it will need to be signed in person if you are called for interview.

Completed application forms will not be acknowledged. Successful applicants will be notified within two days of the closing date. Applicants who are not called for interview will not be informed that they have been unsuccessful.

Applicants invited for interview will be required to bring with them original copies of relevant qualifications for verification, including for teachers evidence of their degree certificates and teaching qualifications, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

Contact details for Return of Completed Application forms and other enquiries:

Sue Granville
EA to Headmistress
HR Manager

Pa2head@watfordgirls.herts.sch.uk



01923 223403



admin@watfordgirls.herts.sch.uk



watfordgrammarschoolforgirls.org.uk

Registered in England & Wales Company No: 07348254 Registered name and address as detailed

Watford Grammar School for Girls
Lady's Close,
Watford, Hertfordshire
WD18 0AE

WATFORD GRAMMAR SCHOOL FOR GIRLS



ENGLISH DEPARTMENT

The English Department at Watford Grammar School for Girls is a dynamic, closely collaborative and high-achieving team with ten subject specialists. It is a department fully committed to the highest academic standards, engaging students with the study of English by fostering a love of literature, promoting independent thought and creativity. The department endeavours to stretch and challenge students beyond the demands of the curriculum. Department members organise a range of extra-curricular activities to support this and promote a love of the subject and learning. The department is housed in Lady's Close House, a beautiful Victorian building, formerly the Headmistress' residence and a First World War military hospital, with original fireplaces and its own walled garden.

The English Department is a strong and supportive team. An atmosphere of collaborative engagement pervades the whole department and there is an extensive bank of shared resources available in the departmental shared area. Common schemes of work at all key stages provide a framework, which supports the less experienced teacher but allows colleagues to pursue personal interests in an imaginative and innovative manner. In addition to the wide selection of resources within Lady's Close – classic and modern readers, textbooks, an ICT room and reference books – the school library provides a rich selection of texts. It is the philosophy of the department to teach girls in mixed ability classes. Drama is taught as a separate subject in Year 7, and forms a significant part of the English curriculum in Years 8 and 9.

Members of the department are fully committed to the refinement and development of their practice, attending courses and undertaking personal research, the discussion of which is an important element of all departmental meetings, which focus upon the development of teaching and learning and the sharing of best practice.

Examination results are excellent. Every year a significant number of students apply to study English at university and there is a departmental programme, which prepares them for the application and interview process. The department provides opportunities for students to broaden their cultural horizons through theatre trips, poetry readings, public speaking, drama performances and the BBC School Report. Sixth Form English prefects help with the development and maintenance of displays in Lady's Close and run a number of clubs for younger pupils.

We offer opportunity and development to all, teachers and students alike. Teachers with an abiding love for their subject, who aspire to work with a talented and ambitious student body, will thrive in our department.

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PERSON SPECIFICATION: TEACHER OF ENGLISH (maternity cover).

- Good honours degree in English, English Literature or a related subject.
- Excellent classroom teacher with the ability to teach Key Stage 3 and Key Stage 4.
- Ability to teach Drama at KS3 is desirable.
- Willingness to take a full part in the department's extended curricular activities.
- A commitment to raising achievement and providing challenge in the classroom.
- Articulate and accurate communicator.
- Ability to work as part of a team.
- In sympathy with the aims of the school.
- IT skills and experience of using ICT in teaching.
- Enthusiasm, energy and initiative

We can offer you a wide ranging experience and the opportunity to make a significant contribution to the future of the department. While this post is suitable for an excellent NQT, ambitious candidates with the requisite experience may wish to be considered for a temporary post of responsibility within the department.