

TOOT HILL SCHOOL

Job Application Pack

Teacher of English

Main Pay Scale/Upper Pay Scale

Full Time, Fixed term for one year until 31 August 2018

Closing Date: 9am on Thursday 22 June 2017

Letter from the Head of School

Welcome.

Thank you for expressing an interest in a vacancy here. On behalf of the whole Toot Hill School Community, I extend you a very warm welcome.

I am really proud to be the Head of a vibrant school where students work positively with their teachers and take advantage of the numerous opportunities to develop their talents and aspirations.

Central to our vision, are exciting, engaging and inspiring lessons. The staff at Toot Hill work very hard to ensure all students enjoy their learning experiences and secure high levels of progress. It is our core belief that every student has the innate ability to succeed. The outcomes for the school in recent years have been really strong.

Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

As an Outstanding School, we are not complacent. We know that Toot Hill School can be even better, with a National and International reputation. Over the next few years we will continue to transform the school so that it becomes an even better place to shape young lives.

I look forward to welcoming you into our school community.

Sandy Paley
Head of School

Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to Toot Hill School and the tremendous opportunities this school offers the young people of Bingham.

Toot Hill School is the founder member of the Nova Education Trust. As an outstanding school (Ofsted 2012) we aim to set the standard of all schools within our trust.

We aim to be a 'great' school with recognition both nationally and internationally for the standard of education that we secure.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Toot Hill School, and we look forward to receiving your application.

John Tomasevic
CEO Nova Education Trust

Application Details

Thank you for your interest in the Teacher of English vacancy at Toot Hill School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

The online application form for this role is located on the current vacancies page of the school website www.toothillschool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 9am on the closing date of Thursday 22 June 2017.

Interview

Interviews will be held on Monday 26 June 2017. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Toot Hill School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Job Description - Classroom Teacher

Reports to: Performance Director (Head of Department)

Key purpose of the job

To teach pupils in allocated classes in order to ensure that their learning is of the highest quality.

Responsibilities of a classroom teacher

- Teach pupils within allocated classes, enhancing their learning and providing the opportunity for achievement for all pupils;
- Planning and preparing tasks which challenge pupils and ensure high levels of interest during lessons;
- Monitor the academic progress of pupils within allocated classes and implement appropriate strategies to address underachievement;
- To assess, record and report on the progress and attainment of all pupils within allocated classes;
- To register the attendance of pupils in class;
- To set appropriate homework;
- To mark pupil's work and give appropriate and constructive feedback;
- To research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials;
- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour;
- Communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events;
- Undergoing regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD); and
- Undertake critical self-evaluation and then participate in continuous professional development designed to enhance the quality of teaching or other working practices.

Responsibilities of a form tutor

- To address any issues concerned with the wellbeing, personal development and academic progress of pupils within the tutor group;
- To check uniform and general appearance on a daily basis; and
- To monitor the behaviour of pupils in the tutor group.

Performance Management responsibilities

- All members of staff are required to participate fully in the school's performance management system.

Other professional requirements

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct; and
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.

TOOT HILL SCHOOL

Person Specification: Class Teacher

Factor	Essential	Desirable
Qualifications	• Qualified Teacher Status - Degree or equivalent. • Good Honours degree (First or Second Class).	• Higher professional qualification.
Experience	• Relevant teaching experience or teaching practice in the subject. • Experience of teaching a wide range of abilities. • This role would be suitable for an NQT or an experience teacher.	• Experience of pastoral/tutor role.
Skills and Knowledge	• Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments. • A clear understanding of the characteristics of high quality teaching and learning and achievement for all pupils. • Knowledge of current issues and recent developments in the curriculum area. • Capacity to use ICT as integral part of teaching. • Knowledge and understanding of the value added agenda, including levels of progress. • Ability to lead initiatives, support the process of change and work effectively in a team. • Secure commitment to a clear aim and direction for the subject. • Understanding of equal opportunities issues and their application to work.	• Understanding of particular needs of pupils with SEN. • Awareness of factors affecting language and learning across the curriculum. • Knowledge/involvement in other cross curricular initiatives/projects or whole school developments.
Personal Qualities	• Enthusiasm for the subject. • Ability to use own initiative. • A commitment to the vision of the school. • A commitment to inclusive education. • Ability to form good working relationships with pupils and staff. • High standards and expectations • Ability to use pupil assessment data to raise achievement. • Outstanding communication skills. • Reliability and integrity. • A commitment to safeguarding and promoting of welfare of children issues.	• A willingness to contribute to extra-curricular activities. • A vision for the development of the department. • A commitment to personal and professional development.

Overview of the Trust

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

Overview of the School

Ethos

Toot Hill School has a very clear and distinctive ethos. We believe that through continually reviewing and reflecting upon every aspect of our work we provide students with the very best educational opportunities.

We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.

We value commitment, independence and courtesy from all our students. We demand the very highest standards from our pupils and in return we value and respect their ideas and opinions. Through our Student Ambassadors and the Student Voice Committee, pupils at Toot Hill School have an active and important role in developing and improving their school.

To Summarise

- We have high expectations of students and staff;
- We believe every student can succeed;
- We ensure barriers to learning are challenged and overcome;
- We expect teaching to be well planned, varied and stimulating;
- We expect learning to be active, focused, social and engaging; and
- We insist on high standards of behaviour at all times.

TOOT HILL
SCHOOL

Achievement

At Toot Hill School we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide your child with the very best educational experiences.

Should a student require additional support Toot Hill provides a range of support services that will ensure every student's success, whatever their individual educational needs.

Examination results provide a good indication of how well a school is serving its students. In the last three years, our GCSE outcomes of 5+ (A*-C) including English and Mathematics have placed us as one of the top performing schools both locally and nationally.

At Key Stage 5, Toot Hill College has an excellent track record with over 100% of students achieving A* to E. Students regularly secure places at Oxford, Cambridge, Russell Group Universities, Higher Education colleges and employment.

Pastoral

At Toot Hill we pride ourselves on the quality of care, guidance and support given to individual pupils. At the core of this provision is a year system led by a Head of Year and supported by the Achievement Co-ordinator, Tutors, Student Welfare and Learning Support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Tutors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of pupils' progress through termly reports, online data, twice yearly parent consultation days and a Parents' Evening.

Students progresses through Toot Hill School their attainment and well-being is closely monitored, ensuring that they are recognised and rewarded when they succeed but also supported when things are more challenging.

Toot Hill is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.

TOOT HILL
SCHOOL

Curriculum

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our two-year programme covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects.

During our three year Key Stage 4 programme all students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign language and a humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, technology, sports and computing courses supplement the core curriculum. We expect all our students to achieve at least 8 passes at grades A*-C including the English Baccalaureate subjects.

Toot Hill College offers a range of pathways for students to continue learning with us during Key Stage 5 (16 - 18 years). We pride ourselves on our A Level provision and promote the highest aspirations for all our students.

Extra-Curricular

Extra-curricular opportunities are an essential part of providing a balanced and exciting range of experiences in school. At Toot Hill the after-school 'Extra' programme provides students with an impressive range of courses and sessions most nights of the week.

Opportunities include Ancient History, Science, Mathematics, Latin, Cooking, Critical Thinking and a comprehensive range of sporting activities including football, hockey, netball, rugby, cross country, tennis and athletics are also available. Toot Hill students regularly compete at county level and our sports teams have a strong tradition of success.

Students' extra-curricular achievements are recorded and celebrated through our Nova award scheme. This programme allows students to build up a portfolio of their achievements throughout their time at Toot Hill School; essential for successful applications to university, college or work.

Music is very much at the heart of Toot Hill School and we encourage students to take up or continue playing a musical instrument. There are regular concerts and workshops where students can demonstrate and develop their performance skills.

The Performing Arts also take a leading role in school life with regular Drama productions allowing all students to fully explore their creativity. In 2014 our students performed West Side Story to a packed audience at the Newark Palace Theatre. This year we are performing Little Shop of Horrors in February.

In addition there are regular opportunities to travel including a Year 8 residential and international educational visits. In recent years Toot Hill students have travelled to France, Germany and Africa.

Student Voice

Student voice is active within the school with each year group choosing student representatives that meet through year councils and the college running a student's union format.

There are additional opportunities for students to be leaders through the Ambassador and Diplomat Program and all subjects have student representatives.

Students are involved in all aspects of school life and contribute to the interview process for new staff and assist at school open evenings. They have also delivered feedback to staff on aspects of teaching and learning, such as marking.

A new structure is being introduced next year with the college student's union and committee format being adopted across the school to ensure greater participation and encourage student responsibility and independence.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.