

# **Borden Grammar School**



## **Appointment of Teacher of English, Part-time (0.6)**

**To start: 1 September 2024**

### **Information for Applicants**

Would you like to work in a “harmonious community” where “pupils are keen to learn and respectful to all”? (Ofsted, November 2021). Would you like to work at a forward thinking Grammar School providing students an opportunity to improve their life chances? Do you want to work in a supportive environment with the possibility of progression?

We are seeking to appoint an inspiring and committed English teacher to join a supportive and forward thinking department. This is a post for a suitably ambitious professional, who has a passion for their subject, is committed to achieving high standards and can demonstrate the potential to contribute to the future development of Borden Grammar School.

You will have a clear personal ethos and an up to date pedagogical understanding about the best approaches to teaching boys in English. You will equally be committed to the Borden values of kindness, creativity, courageousness, respect and resilience, underpinned by our ethos to ‘strive forward together’. Consequently, you will possess the enthusiasm, drive and determination to achieve the best for all students that you are responsible for and to play a key role in developing a modern community grammar school.

The English department is successful in many ways. The department consists of six staff and has been very well led by an experienced, aspirational and innovative Head of Department. Whilst the primary focus of colleagues is teaching English up to and including A Level, colleagues also may contribute to the delivery of Film Studies (in KS5) and Drama (up to KS4). First and foremost, your passion will be to teach our boys English but you may have other strengths that will enhance our curriculum offer. Extra-curricular projects are commonplace within the department; regular trips to theatres occur to enrich students’ appreciation for their studies. Any successful applicant would be expected to contribute willingly to this ethos.

The post is equally suited to somebody seeking to join the profession or looking for career development by securing a new post in a successful school. You would be joining a strong team of specialists, focused on pedagogical improvement and passionate about creating a

love for their subject. The successful candidate should be confident that Borden is both an exciting and supportive place to work.

**Application process** Applicants should apply by **12.00pm, Friday 3 May**, but should be aware that the school will consider the merit of early applications and arrange interviews prior to this date if needed. If you would like to apply, please return a fully completed application form, leaving no gaps in employment, to Mrs Lara Wilton, PA to Headteacher, at [lbatesman@bordengrammar.kent.sch.uk](mailto:lbatesman@bordengrammar.kent.sch.uk) . Please do not submit a CV but feel free to provide a letter of application as a continuation of the form. Interested candidates are welcome to telephone Mrs Wilton for an informal discussion or to arrange a visit to the school.



### **Teacher of English Part-time** **Job Description**

**Post Title: Teacher**

**Subjects: English**

**Job Grade: MPS/UPS**

**Responsible to: Line Manager**

#### **Introduction:**

Our agreed Appraisal Policy will be used to review all teachers' performance throughout the year. This job description will be used as part of the Appraisal Review Process.

#### **Job Purpose:**

Under the reasonable direction of the Headteacher, the postholder will be expected to carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) to secure the highest standards of learning and achievement for students within an atmosphere where students feel challenged, valued, safe and secure.

#### **Key Processes**

All teachers are expected to contribute to the following processes:

- Raising student achievement through high quality teaching and learning.
- Planning schemes of work/lessons and related homework activities.
- Rigorous assessment of student progress, target setting and record keeping.
- Reporting of student progress through regular audits.
- Celebrating student achievement.
- Intervention and support for students.
- Liaising with parents/carers.
- Safeguarding
- Health and Safety

- Upholding the school's values and implementing policies and procedures.
- Appraisal arrangements.
- Continuing Professional Development.

### **Key Areas of Responsibility**

The postholder will, under the Headteacher's overall direction, be expected to contribute to the work of the School in a range of ways. It is Borden Grammar School's policy to review and redistribute specific responsibilities periodically. This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Condition Document (STPCD).

## **TEACHER OF ENGLISH – PERSON SPECIFICATION**

**Key:** The shortlisting/selection methods are shown in brackets next to the Person Specification headings. The following key explains how these will be tested:

AF = Application Form

LOA = Letter of Application

Int = Interview

Test = Teaching/other observed activity

D = Desirable – all other criteria are essential

The school recognises that some aspects listed below may be harder for an NQT to demonstrate, in which case a commitment to these aspects would be expected.

### **A. Educational Qualifications (AF, LOA, Int)**

- Honours Degree in teaching subject (or related discipline)
- DfE recognised Qualified Teacher Status
- Further Professional Qualifications (D)
- Ability or experience to teach English (D)

### **B. Professional Experience (AF, LOA, Int, Test)**

- Ability to teach History to all student abilities across the key stages
- Willingness to teach other Humanities or Social Science subjects (D)
- Evidence of and commitment to raising standards of student achievement
- Experience of constructive collaboration with parents/carers
- Successful school-based training in secondary age range
- A record of training and on-going professional development

### **C. Professional Knowledge and Understanding (LOA, Int, Test)**

The successful applicant will need to demonstrate knowledge and understanding of:

- Effective practice and approaches to teaching, learning and assessment
- Current educational trends and developments in teaching subject/wider School matters

- Effective use of ICT in teaching
- Strategies for motivating and inspiring students, and managing student behaviour
- Understanding of the importance of Continuing Professional Development and its role in improving classroom practice
- Safeguarding
- Health and safety
- Pastoral care

#### **D. Personal Qualities and Skills (AF, LOA, Int, Test)**

Ideally, we are looking for someone who:

- Has a passion for teaching, a love of subject, and believes every student can succeed
- Can motivate, enthuse and inspire students through your ability to teach with imagination, vision, creativity and originality
- Can work as part of a team, and is prepared to share and pool their ideas
- Is sympathetic to the pastoral needs of pupils
- Is co-operative, flexible, responsible and committed to high standards
- Is able to contribute to the staff community/broader life of the school
- Is committed to improving and enlivening the environment of the classroom and the school, and would be prepared to contribute to the subject/school extra-curricular programme
- Demonstrates excellent communication and interpersonal skills
- Shows desire and commitment to work for this school
- Pays attention to detail and accuracy in written/verbal communication
- Possesses excellent organisational skills and can meet deadlines under pressure
- Is patient, optimistic, has a sense of humour.

*The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

Borden Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note Borden operates a no smoking policy

## JOB PROFILE TEACHER

Name:

Subject: ENGLISH

ACTIVITY	RESPONSIBILITIES
<b>LINE MANAGEMENT</b>	<ul style="list-style-type: none"><li>● Responsible to Line Manager</li><li>● Responsible to Head of Year (form tutor role).</li></ul>
<b>CURRICULUM</b>	<ul style="list-style-type: none"><li>● Teach your own classes by providing a well-planned, challenging and purposeful learning environment using appropriate teaching methods and resources.</li><li>● Mark and monitor students' class and homework providing constructive oral and written feedback; set targets for students' progress.</li><li>● Contribute/keep schemes of work.</li><li>● Contribute to enrichment activities which further the aims of the subject/school.</li></ul>
<b>STUDENTS</b>	<ul style="list-style-type: none"><li>● Set high expectations for students' behaviour, establishing a good standard of discipline. Operate school's reward policy</li><li>● Undertake supervisory duties/ cover for absent staff in line with school procedures.</li><li>● Undertake form tutor responsibilities</li></ul>
<b>ASSESSMENT</b>	<ul style="list-style-type: none"><li>● Assess and record each student's progress, including through observation, questioning, testing and marking. Use assessment to inform interventions to ensure students make good progress.</li><li>● Ensure that students make expected/better than expected progress in comparison to similar students nationally, as shown by assessments and examinations</li><li>● Understand and know how national, local and school data can be used to set clear targets for students' achievement.</li><li>● Contribute to subject monitoring of the assessment of students.</li></ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"><li>● Contribute to meetings and discussions about teaching methods, schemes of work and departmental policies. Attend calendar meetings as relevant</li><li>● Keep Line Manager, Form Tutors and Heads of Year informed about the progress of students being taught.</li><li>● Maintain familiarity with statutory assessment and reporting requirements.</li><li>● Prepare and present informative reports to parents and meet with them to discuss students' progress.</li><li>● Demonstrate high standards of professional conduct in all communication with students, staff and parents</li></ul>
<b>STAFFING</b>	<ul style="list-style-type: none"><li>● Review own professional development/ identify training needs.</li><li>● Take part in the appraisal arrangements.</li><li>● Take part in lesson observations to share good practice.</li></ul>
<b>BUDGETS/ RESOURCES</b>	<ul style="list-style-type: none"><li>● Within the subject help to: identify resource needs; develop and maintain departmental resources; keep subject areas tidy and have effective displays. Follow agreed safety procedures for the school/department.</li></ul>
<b>OTHER SPECIFIED RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>● Participate in existing activities which promote the school's commitment to extra-curricular activities, including enterprise.</li><li>● Contribute to school improvement planning and self-evaluation</li><li>● Respond to any reasonable request made by senior staff to support the smooth running of the school.</li></ul>