



Headteacher: Mrs Christine McLintock

**Teacher of English Full or Part Time  
(Maternity Cover)  
Start date to be confirmed  
With an R&R £2,000  
Fixed for 1 Year**

Are you looking for a role in a school that is keen to support your development, one in which you will be encouraged to stretch yourself and try new initiatives? If so, we would love to show you our school. Set in the Chiltern Hills yet only a 30-minute train ride from central London, Hazlemere is a great place to live and work. Our school is committed to empowering everyone to achieve and our values of Respect, Ambition, Reliability and Resilience drive all that we do.

This is an exciting time for the school as we are looking for a Teacher of English with a passion to work with young people to drive their success even further. In return, you can expect effective support from our strong leadership team along with a hardworking, talented, and passionate staff body. The role will offer an exciting opportunity to make a significant contribution to raising standards and improving outcomes for young people.

**We are looking for a person who:**

- Has an ambition to improve outcomes for young people
- Is committed to building positive, respectful relationships with students and colleagues
- Is reliable, following through on what they say they will do
- Can display resilience, adapting, learning and growing in the role

**In return you will:**

- Receive access to a comprehensive induction and ongoing programme of continuing professional development
- Have regular line management meetings
- Work in an environment that prioritise student and staff health and well-being
- Have access to free car parking on site

The successful candidate will be subject to an enhanced DBS check.

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Sir William Ramsay is committed to the protection and safety of its students and staff.

A job description and person specification along with the application form are available on our website at [www.swr.school](http://www.swr.school). Please complete the application form and email it to Michelle French (Head's PA) at [mfrench@swr.school](mailto:mfrench@swr.school)

**Closing Date: Monday 8<sup>th</sup> November 2021**

**Interviews: Monday 15<sup>th</sup> November 2021**



## JOB DESCRIPTION

|                         |                                                                                                                                                                                                                                                          |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>       | <b>Teacher</b>                                                                                                                                                                                                                                           |
| <b>Grade:</b>           | <b>Unqualified, Main or Upper Pay Range</b>                                                                                                                                                                                                              |
| <b>Reports to:</b>      | <b>Head or Deputy Head of Faculty</b>                                                                                                                                                                                                                    |
| <b>Responsible for:</b> | The learning, achievement, behaviour, well-being and personal development of all students in the classes taught ensuring equality of opportunity for all.<br><br>And being accountable for achieving the highest possible standards in work and conduct. |

### **Purpose of the job**

- To promote the school's vision and its values of "Respect, Ambition, Reliability, Resilience".
- To act as a positive role model.
- To create and deliver engaging lessons to diverse groups of students at all levels.
- To promote and inspire enthusiasm for learning and for subjects.
- To monitor student progress and intervene where necessary.
- To promote high standards of student behaviour.

### **Main Responsibilities**

- To prepare and deliver high quality, engaging and challenging lessons to a range of classes of different abilities and ages, differentiating work as required, considering prior knowledge and incorporating literacy and numeracy.
- To incorporate the strategies in place for students, for example from Student Passports, into planning so individual needs are met.
- To monitor student progress and put in place appropriate intervention strategies as required.
- To mark work, give appropriate feedback and maintain records of students' progress and development.
- To be accountable for the students taught attainment, progress and outcomes.
- To maintain accurate and up-to-date electronic management information as required by the school such as safeguarding, progress data, test scores, student behaviours and achievements, notes of meetings with parents, interventions in place etc.
- To maintain up to date subject knowledge.



- To devise and write new curriculum materials for the team as required by the Head of Faculty.
- To select and use a range of different learning resources, ICT and equipment.
- To liaise with Learning Support Assistants (LSAs) or other professionals in the classroom to ensure that they know the teacher's expectations for students they are supporting.
- To prepare students for qualifications and external examinations.
- To manage student behaviour in the classroom and on the school premises, and appropriate, consistent and effective measures in cases of misbehaviour.
- To undertake pastoral duties, such as being a Form Tutor, and supporting students on an individual basis through academic and personal difficulties.
- To communicate in a professional manner with parents/carers about their child's progress.
- To support other colleagues.
- To promote positive self-esteem amongst students.
- To encourage positive attitudes and good behaviour amongst students.
- To develop social and emotional skills amongst students.

### **Other Responsibilities**

- To be aware of and comply with the codes of conduct, regulations, policies, procedures.
- To work as part of a team.
- To be generally responsible for safeguarding and promoting the welfare of students.
- To encourage positive attitudes and behaviours and set high expectations for all colleagues and students.
  - To be responsible for own and team health and safety including well-being.
  - To meet the Teacher Standards at a level relevant to the post-holder's career stage.
  - To actively participate in the School's appraisal system.
  - To do Continued Professional Learning as agreed with the Line Manager.

This job description is current at the date indicated below but, in consultation with the postholder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

**Signed:**

**Date:**



## TEACHER

### PERSON SPECIFICATION

| <b>Expertise</b>                 | <b>Essential</b>                                                                                                                                                                                             | <b>Desirable</b>                                                                                                                                                        |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>            | <ul style="list-style-type: none"> <li>Graduate with an Honours degree(<b>A</b>)</li> <li>Qualified teacher status (<b>A</b>)</li> <li>Evidence of continuing professional development (<b>A</b>)</li> </ul> | <ul style="list-style-type: none"> <li>Further higher education qualification beyond first degree level (<b>A</b>)</li> </ul>                                           |
| <b>Experience</b>                | <ul style="list-style-type: none"> <li>Successful and proven track record of teaching across the ability range (<b>All</b>)</li> </ul>                                                                       | <ul style="list-style-type: none"> <li>Experience of the needs of students from a diverse student group (<b>All</b>)</li> </ul>                                         |
| <b>Leadership and Management</b> | <ul style="list-style-type: none"> <li>Ability to inspire students (<b>All</b>)</li> <li>Ability to work as part of a team (<b>All</b>)</li> </ul>                                                           | <ul style="list-style-type: none"> <li>Ability to work under pressure to achieve, to have high expectations, lead by example and meet deadlines (<b>I/R</b>)</li> </ul> |
| <b>Professional Competence</b>   | <ul style="list-style-type: none"> <li>Understanding how to use data</li> </ul>                                                                                                                              | <ul style="list-style-type: none"> <li>Working knowledge of relevant legislation and current educational issues (<b>I</b>)</li> </ul>                                   |
| <b>People and Relationships</b>  | <ul style="list-style-type: none"> <li>Create and secure enthusiasm and earn the confidence of staff, students and parents</li> <li>A high degree of emotional intelligence (<b>I</b>)</li> </ul>            | <ul style="list-style-type: none"> <li>Have energy, drive and enthusiasm to lead projects through to completion. (<b>I</b>)</li> </ul>                                  |
| <b>Safeguarding</b>              | <ul style="list-style-type: none"> <li>A commitment to the safeguarding and well-being of all students</li> </ul>                                                                                            |                                                                                                                                                                         |
| <b>Communication</b>             | <ul style="list-style-type: none"> <li>Effective oral and written communication to a wide range of audiences (<b>All</b>)</li> </ul>                                                                         |                                                                                                                                                                         |

**A = APPLICATION FORM AND SUPPORTING LETTER**

**I = INTERVIEW PROCESS**

**R = REFERENCES**



## TEACHER OF ENGLISH

### The Department

As a department we are committed to high standards of creativity and integrity. We seek to develop these characteristics through dealing with students, colleagues and leaders with trust, openness and honesty. These, we believe, are values which enable learning for all. We care about our students and about the integrity of the work that we set for them. We seek positive and supportive relations with all staff in Sir William Ramsay and we seek development as teachers through our own learning, research and relationships and skills. Operating as a team, we share good practice and ideas, meet regularly, and continually standardise assessment work across the key stages.

We are actively committed to the equality of all students in our care regardless of race, religion, sex or sexual orientation. As such, we explore a wide range of literature from all corners of the world in order to broaden the minds and increase understanding of the world we live in.

A love of reading is something we strive for across the school and the English department are committed to ensuring students have a diverse plethora of literature and non-fiction texts to continue their love of reading from earlier key stages.

### The Curriculum

#### KS3

With the demands of 9-1, we ensure that all the skills required are addressed and built upon during KS3. Developing pupils' communication skills, the essential reading, writing, speaking and listening, we encourage their creativity and exploration of the subject. All students are given the best opportunities to reach their potential. Students follow the reading programme Accelerated Reader during their library lessons as well as group reading session to develop discussion and oracy.

#### KS4

Students in KS4 complete a comprehensive study of skills and literature to prepare them for life long learning and complete examinations of English Language and English Literature GCSE with AQA. This exam board requires students to sit four GCSE papers, two language and two literature, and also complete a Speaking and Listening Endorsement.

All Key Stage 4 students study the following literature texts; Macbeth by William Shakespeare, An Inspector Calls by J.B Priestley and A Christmas Carol by Charles Dickens.

#### KS5

We have a thriving English Literature A Level course taken with AQA, which covers a wide range of poetry, prose and Shakespeare in the 'Aspects of Tragedy' element and contemporary literature in 'Social and Political protest' studies. Students are encouraged to discuss and debate perspectives in their lively A Level classes. Our Sixth Form offers an individualised approach to students, meaning in English students have the benefit of smaller class sizes, two dedicated members of staff and regular opportunities for personalised feedback and support.



## **Our Facilities and Extra-Curricular Opportunities**

Each of our full-time members of the department have their own rooms fully equipped with whiteboards. We have a team room for meetings and storage for our extensive resources. All students in KS3 have regular lessons in our well stocked library. We are keen to take students on visits to the cinema and theatre when appropriate: we also invite theatre and performance groups to school, as well as having a visiting author at least once a year. Students in Key Stage 3 are encouraged to take part in our highly popular creative writing workshops which run twice a week.

## **Literacy**

We run a variety of schemes to promote and improve literacy across the school organised by a Literacy Coordinator who is part of the Department.