



WALTHAMSTOW HALL

SEVENOAKS FOR GIRLS AGED 3-18

Job Description for Full-Time Teacher of English

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Commencing	September 2020
Summary of the role	<p>For September 2020, a well-qualified and inspiring English specialist is required to join our thriving department and teach across the whole age range including the possibility of Key Stage 2 to Year 13. iGCSE English Language and English Literature and A Level English Literature are offered, alongside our bespoke Key Stage 3 curriculum.</p> <p>The person appointed will be able to encourage girls to enjoy and succeed in English at all levels. Colleagues are expected to be involved in the wider life of the School and to contribute to the outstanding pastoral care provided.</p>
The Department	<p>There are currently three full-time and three part-time members of the Department who teach in a dedicated suite of rooms and our new Sixth Form Centre.</p> <p>Having recently changed back to A Level English Literature from Pre-U, last year 53% of our Year 13 students achieved grades A*/A, with 80% achieving grades A*-B.</p> <p>All pupils take both English and English Literature at iGCSE. At iGCSE last year, 95% achieved grades 7-9 in English, and 92% in Literature.</p> <p>The Department has a long tradition of supplementing classroom teaching with theatre trips, and other enrichment and activities, including author visits.</p> <p>We liaise closely with the School Librarians and our Learning Support Department.</p> <p>The Department is well-equipped, with a generous budget each year for development.</p>

<p>Expectations of the post:</p>	<ul style="list-style-type: none"> ● To teach English at all levels throughout the Senior School and possibly some Key Stage 2 for the right candidate. ● To implement fully the department's schemes of work and to comply with policies and procedures in both the department's handbook and schemes of work on such matters as: <ul style="list-style-type: none"> - programmes of study and syllabus requirements - teaching strategies and differentiation - lesson preparation and marking - monitoring and assessment for students including the use of base-line data and projected grades - recording and reporting procedure - homework policy and discipline ● To keep accurate records of attendance, work covered and attainment as well as progress against prior attainment and to complete reports as scheduled. ● To attend staff meetings, department meetings, parents' consultation evenings and other functions and to share in representing the department at open mornings etc. ● To liaise with the Head of Department and the appropriate form tutor and pastoral head about individual students. ● To participate fully in appraisal/performance development in line with School policy. ● To respond positively to the Head of Department's recommendations for INSET and CPD. ● To participate in the full and varied programme of trips (with colleagues) designed to supplement formal classroom learning. ● To help organise and run various enrichment activities with the department and the Library, such as reading and writing groups.
<p>Expectations of all staff:</p>	<ul style="list-style-type: none"> ● To uphold and implement the School's stated mission and to safeguard its ethos, including the support of the wider life of the School. ● To expect and encourage the highest standards of work and behaviour from students at all times. ● To support and implement whole school policies and practices and evaluate their own teaching critically in order to improve personal effectiveness in the classroom. ● To ensure that each girl is treated as an individual and enabled to fulfil her academic potential. ● To take responsibility for their own professional development and keep up to date with developments relating to subject matter and pedagogy. ● To set a good example to students through personal presentation and conduct. ● To establish effective working relationships with professional colleagues.
<p>The successful applicant:</p>	<ul style="list-style-type: none"> ● Will be suitably qualified in the subject and in teaching up to Sixth Form level. ● Will have enthusiasm for the subject and an ability to communicate it to the girls at all levels.

	<ul style="list-style-type: none"> ● Will have the ability to work effectively within a team. ● Will be committed to his/her own professional development. ● Will have a resourceful, positive and enthusiastic attitude. ● Will be willing to help organise a variety of events and activities for both our School and others in the wider community.
Line Manager	The Head of English
<p>You may also be required to undertake any other comparable duties as the Headmistress requires from time to time.</p> <p><i>Walthamstow Hall is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service</i></p>	

Applications

Applications should be made on the School's Application Form and should be accompanied by a handwritten covering letter to the Headmistress, Miss Stephanie Ferro. Please post your letter and application to:

Miss Stephanie Ferro, MA (Oxon), MA (Lond)
 Headmistress
 Walthamstow Hall
 Holly Bush Lane
 Sevenoaks
 Kent TN13 3UL

The closing date for applications is Tuesday 17 March 2020 (by 12:00 noon).

Interviews

Interviews will take place on Tuesday 24 March.

References will be taken up before interviews.

The School reserves the right to change these dates, and to close the vacancy at any time, so early application is advised.

Polite notice: Please note that it is not customary for the School to provide feedback to candidates.