



Alfriston School

Penn Road, Knotty Green, Beaconsfield
Buckinghamshire, HP9 2TS
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April 2021

Dear Applicant,

ENGLISH TEACHER

Salary:	M1-M6 (£26,948 - £38,174) or up to UPS2 (£41,295) (depending on experience) plus SEN 1 Allowance of £2,270
Hours:	Full time - Permanent
Required to start:	1st September 2021

Thank you for showing an interest in the vacancy we have at Alfriston School. I hope after reading this information you feel able to apply for this post.

We are looking for an enthusiastic, versatile and motivated teacher of English able to deliver high quality teaching and learning across Key Stages 3, 4 and Post 16 to small groups of secondary aged girls with moderate learning difficulties. This post holder would also be expected to take pastoral responsibility for a group of 12 girls.

Our school is an outstanding Special School Academy, and we are committed to ensuring that all our pupils become the best that they can be and they can enjoy and achieve in all that they do. Our teachers have a strong sense of commitment and use their excellent subject knowledge to provide interesting and creative lessons in which all pupils learn well. They have high expectations of their pupils and develop good supportive relationships within a positive learning atmosphere where the girls can thrive. We cater for a wide range of abilities ranging from KS1 levels up to Entry Level English and Functional Skills in English Level 1.

We are looking for either an experienced or newly qualified English teacher who would like to join an established and successful department in our very special school. We need a talented teacher who is also a good team player and who can inspire and motivate girls with learning difficulties. You must have excellent subject knowledge and the passion to pass this on to the pupils you teach. We will support you in understanding and managing the special needs of our pupils, and give you an invaluable insight and appreciation of the rewards to be gained from working in a school such as ours.

If you would like to make an informal visit or phone call please contact Mrs Ellie Davison, via the school email recruit@alfristonschool.com who will be delighted to arrange this for you with the Head of English.

To apply: Please complete the application form and write a letter of application (preferably in word) addressing each of the bullet points in the person specification. Please email your application form to recruit@alfristonschool.com for the attention of Ellie Davison.

Closing Date: Friday 21st May at 12 Noon

Interview Date: Wednesday 26th May 2021

Yours sincerely,

Jinna Male

Jinna Male
Headteacher

Alfriston is an outstanding Special School with Sports College status for girls aged 11-19 with moderate learning difficulties and speech and language and communication difficulties. We have around 150 girls on roll. We have been an Academy since March 2012. The school has been delivering high quality education since 1950. All the pupils have an Education Health Care Plan (EHCP) and are taught in small groups. Our staff are specialist subject teachers and are experienced in working with a range of special needs and abilities.

Pupils attend Alfriston from all over Buckinghamshire and some neighbouring counties. We also have weekly boarding provision for 20 pupils.

We consider the staff team as our most valuable resource. Training and development is a high priority in the school. There is also personal support given to staff to manage the diverse and challenging work needed to support pupils with significant special needs.

At present there are 60 staff employed at the school working in the teaching, support, residential and administrative teams. We are proud of the excellent standard of education provided at Alfriston.

Our website is www.alfristonschool.com



This school is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to provide suitable references and undergo an enhanced Disclosure and Barring Service (DBS) check before taking up the post.

JOB ROLE: English Teacher

Job Purpose:

To teach pupils within the school with particular responsibility for the general education, pastoral care and welfare of the pupils in their class. This includes maintaining pupil records, assessment and liaison with parents and other professionals, and to carry out such duties as are reasonably assigned by the Headteacher.

Role and Responsibilities

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties as set out in that document.

Main Core Duties:

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of pupils
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the English Faculty
- To contribute to the Faculty's improvement plan and its implementation
- To contribute to the whole school's planning activities
- To contribute to the Faculty process of self-review, evaluation and improvement planning activities.

Responsibilities:

- To teach, according to their educational needs, pupils assigned to the class
- To monitor, assess and maintain records on pupils' progress, academic and behavioural, and use these to inform planning and teaching
- To supervise the work of any School Support Assistants (SSAs) within the classroom, delegate duties and to maintain an ordered classroom
- To maintain discipline in accordance with the school's policy on behaviour
- To contribute to meetings, discussions and consultations necessary to co-ordinate the work within English and the school as a whole
- To promote equal opportunities within the school and to represent the school positively
- To demonstrate good practice and to be able to support and encourage colleagues

Staff Development:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the appraisal review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

Experience Requirements:

- Previous experience as an English teacher
- Knowledge of various teaching methods
- Deep understanding of the national curriculum and English language requirements
- Exceptional organisational and communication skills
- A patient and resilient personality
- Dedication to pupils and education
- Higher level qualification in English Language or English Literature

PERSON SPECIFICATION

Criteria	Desirable	Essential
Experience		
Teaching in a mainstream or special school (primary or secondary)		Y
Working with children with special needs	Y	
Qualifications and Training		
Qualified Teacher Status		Y
Evidence of Continuing Professional Development	Y	
Special needs qualification	Y	
Knowledge and Skills		
Specialist teacher of English		Y
Able to lead teams and individuals	Y	
Able to use ICT to support teaching and learning		Y
Understanding of promoting positive relationships within the wider school community		Y
Understanding equality and diversity issues and implications for policy and practice		Y
Personal Qualities		
Highly developed interpersonal skills		Y
Ability to work under pressure and meet deadlines, accepting the flexibility to attend twilight and evening meetings as required		Y
Ability to successfully work in collaboration with colleagues		Y
Ability to relate to young people in a positive manner		Y
Willingness to constructively challenge the work of self and others to continually improve own and team performance		Y
To show loyalty and commitment to the school		Y

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