

Teacher of English

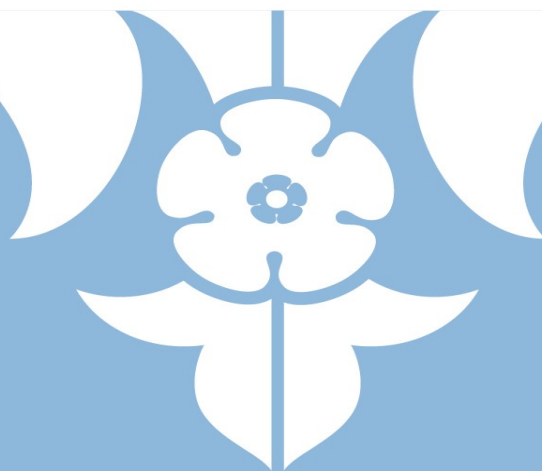


KINGS NORTON
GIRLS' SCHOOL & SIXTH FORM



Contents

Applicant letter and application process	1
Department details	2
Role Description	3 to 4
Person Specification	5
Background and Ethos	6 to 7
Key Facts and Statistics about the School	8 to 9
Privacy Notice for Job Applications	10



Kings Norton Girls' School: Teacher of English

23rd May 2024

Dear Prospective Applicant

This is a fantastic opportunity for an exceptional, or the potential to be an exceptional Teacher of English to join Kings Norton Girls' School and Sixth Form. The post is available on a fixed term (12 month) part-time basis, 0.6 FTE from September 2024. ECT applications are welcome and we will consider a full time fixed term contract for 12 months for a suitable candidate. We are an outstanding Single Academy Trust with a comprehensive intake, achieving excellent pastoral and academic outcomes for students within a culture of care, concern and well-being for both students and staff. KNGS is a happy and caring community, where every student is valued as an individual, their talents recognised and nurtured. Our vision is to 'Open a World of Opportunities' for our students whilst ensuring that everyone in our school community demonstrates respect and courage in order to flourish.

The successful candidate will be joining a highly successful team and a supportive and forward thinking school environment. English and whole school progress and attainment indicators show that students consistently achieve well above the national average. The English faculty is a highly successful team with excellent student outcomes. The successful candidate should be able to teacher English at key stage 3 and 4.

Above all, we are looking for a teacher with the enthusiasm and skills to make a real difference to the success of our students, with the drive and ability to move a successful department even further forward, enabling the whole team to deliver lessons that support all students to reach their full potential. The successful candidate will have access to extensive leadership and CPD opportunities including working with a wide range of schools in our local network. Staff benefits include the Westfield Health Cash Plan including an Employee Assistance Programme and a cycle to work scheme.

You will find information about the post and our school in this pack and on our website. I do hope that having read further, and found out more about us that you will choose to make an application; I look forward to hearing from you. To apply, please complete the application form which will contain your supporting statement (which should not exceed 1200 words), please explain clearly how you meet the requirements of the person specification. Please note we do not accept CVs and only applications completed on the school's application form will be considered. If you have any queries prior to completing your application form, please do not hesitate to contact Mrs Emma Peach, Faculty Leader (ewalker@kngs.co.uk). Completed applications should be emailed to Mrs Denise Wilson, PA to the Headteacher dwilson@kngs.co.uk or submitted via the TES portal.

Deadline for applications: Monday 17th June at 8.00 am **Interviews:** Week commencing Monday 17th June

Please note: *This is a rolling vacancy and applications will be reviewed as they are received. Interviews and appointment may therefore take place prior to the closing date shown.*

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form. References must be taken from your current (or most recent employer) where you have worked in connection with children. Candidates who have not been called for interview within two weeks of the deadline should assume their application has been unsuccessful. All offers of employment are subject to a satisfactory enhanced DBS check, a health check screening questionnaire and 2 references that are satisfactory to the school.

Yours sincerely

Mrs Nicola Raggett

Headteacher

Kings Norton Girls' School: Teacher of English

English Faculty Details:

The English faculty is one of seven faculties in the school. The faculty currently consists of eight teachers of English, four of whom have a key stage responsibility.

The faculty is a very supportive and experienced team who are highly motivated and committed to achieving the best possible outcomes for students. All students in key stage 4 are entered for both GCSE English Language and English Literature with AQA. The faculty has a long record of consistently high standards of achievement, particularly in examination results.

2017 outcomes place the faculty in the top 2% of all schools for English in the country for progress and the top 6% for disadvantaged students. This success continued in 2018 and 2019, with a progress figure of +0.9 and +0.67 and disadvantaged students at +0.7. Our successes have continued post-covid and in 2023 we achieved a progress figure of +0.7.

Like most English faculties across the country, all forms of literature are explored, including drama with frequent theatre visits organised for our students, taking advantage of our proximity to Stratford upon Avon, and a range of other centres in Birmingham and the surrounding area. All our KS3 students have attended a theatre trip this academic year. Year 7 visited the RSC and watched 'A Midsummer Night's Dream,' Year 8 and Year 9 watched 'The Lion the Witch and the Wardrobe' at The REP. This academic year, KS4 students and staff have seen in-school productions of 'A Christmas Carol' and 'An Inspector Calls.' Students are very keen to engage in these visits which have had a powerful impact on their understanding and love of the subject.

Kings Norton Girls' School has a co-educational sixth form. Post 16 students continue to follow AQA specifications for GCE examinations in English Literature (Specification B) and combined English Language and Literature. Numbers of students opting for each of these courses are high due to the faculty's success and popularity at KS4.

The successful applicant will find they are joining a very supportive environment on both a personal and professional level. There are significant opportunities within the faculty, the faculty structure, and across the school's local network for professional growth. The faculty takes full advantage of the opportunities provided by AQA and through our partnership in the Birmingham South Network.

Teacher of English Role Description

Responsible to the Faculty Leader for English for teaching aspects of the role and the Head of Year for form tutor role.

The duties outlined in this role description are in addition to those covered by the latest School Teachers' Pay and Conditions document and the Teachers' Standards of 2012. As a teacher at this School you are expected to act in accordance with the ethos of the school at all times, and follow all policies. You can expect to have opportunities to contribute to the growth of the school, and for your professional development to be furthered.

Teacher of English: You are required to carry out the duties of a classroom teacher as detailed below:

- Teach English at KS3 and 4.
- To contribute to the development of curriculum courses and the delivery of the School's Curriculum.
- To plan schemes of work within the area, prepare lessons and maintain a record of work for each teaching group.
- To teach according to the educational needs of the groups allocated. To mark, assess work and feedback to students in line with the school and faculty/department assessment policy.
- Monitor students' progress, maintain records and report on the development, progress and attainment of students in accordance with school and curriculum area policy.
- To set homework of a meaningful and appropriate nature, having regard to students' abilities.
- In cases of foreseen absence, to set meaningful and appropriate work for all classes.
- To review from time to time methods of teaching and programmes of work.
- To prepare students for external examinations and participate in internal moderation (if appropriate).
- To take all reasonable steps to maintain good order and discipline among students, monitor their attendance.
- To participate, as appropriate, in meetings at the school which relate to the curriculum, and administration or organisation of the school.
- To safeguard student's health and safety, both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere, alerting the Health and Safety Officer immediately to hazards on site and following risk assessments.
- To participate in the school pastoral system, providing guidance and advice to students and to attend parent/teacher consultation evenings.
- To participate fully in the school's arrangements for appraisal.
- To participate, as appropriate, in arrangements for further training and professional development as a teacher.
- To carry out such duties as may be requested by the head teacher in accordance with school policy.

Teacher of English Role Description Continued

Additional Duties

To act as a Form Tutor: Form Tutors are responsible to the Heads of Year (five in total). Form Tutors are responsible for overseeing the academic progress and pastoral care of all members of their tutor groups, liaising with parents and overseeing routine administration relating to student welfare. You are required to carry out the duties of a form tutor as detailed below:

- To be the first point of contact for pupils in their tutor group and to play a major part in fostering positive approaches to work, to the school and in the community as a whole.
- To be the first point of contact for parents/carers to foster positive and supportive relationships.
- To set the tone for the day ahead ensuring a calm, disciplined beginning.
- To support the Heads of Year and be a key figure in developing a positive ethos, high standards and a secure environment in which students can flourish.
- To be a key figure in promoting the school's ethos on attendance, punctuality and uniform.
- To develop and maintain an interest in the welfare of individuals and the form group and to establish good relationships and engender a community spirit within the form.
- To deliver the PSHE programme (to include Attendance Weeks) and Citizenship/Health Day.
- To set up and maintain positive lines of communication with parents
- To support successful provision and transition of their pupils through participation in related year group and whole school events
- To ensure that students set realistic targets using all available data and to review those targets on in line with school review processes
- To celebrate the achievements of students in their form
- To deliver the tutorial programme
- To support the tutor group's involvement in the house system.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

Kings Norton Girls' School: Teacher of English

ESSENTIAL CRITERIA

Qualifications and Training

- Relevant Degree
- Qualified Teacher status
- Evidence of personal and professional development

Teacher Experience

- Relevant teaching experience .
- Experience of teaching English at key stage 3 and 4.

Knowledge, Skills and Attitude

- To be, or the potential to be, a highly effective teacher.
- Enthusiasm for teaching of English.
- An understanding of pedagogy in English.
- A passion for the subject.
- A commitment to ensuring that every student is capable of achieving in English.
- A thorough knowledge of the requirements of the National Curriculum and recent curriculum developments.
- Outstanding subject knowledge and the ability to apply this to the teaching of English.
- An understanding of the strategies required to motivate and enthuse all students to progress in English as part of a whole school approach to raising achievement.
- Understanding of appropriate methods of assessment and record-keeping to monitor student achievement and analyse progress.
- Identify realistic and challenging targets for improvement and to take successful action towards achieving them.
- Plan strategically.
- Support and develop the professional skills of others.
- Ability to implement school and departmental policies.
- Ability to use ICT to enhance teaching and learning .
- Excellent inter-personal skills, communication skills and the ability to work within a team.
- Excellent organisational skills.
- Ability to meet deadlines.
- A commitment to equal opportunities.
- Able to take a broad view of the school's needs.
- Outstanding attendance and punctuality record.
- The ability to respond to new challenges.
- Commitment to the wider life of the school.
- Commitment to continued professional development.
- A successful enhanced DBS check.

Background and Ethos

The School

Kings Norton Girls' School and Sixth Form is an outstanding Single Academy Trust with a comprehensive intake with an excellent reputation in the local area and beyond. The School was founded in 1910 and occupies a leafy twenty-three acre site in one of Birmingham's most pleasant residential areas on the south side of the city. It is a very local school, the vast majority of students living within 2 km of the school. This has enabled the development of a strong community feel and neighbourhood links. The school develops confidence in its students which together with their enthusiasm for learning and their determination to succeed creates a powerful dynamic for continued improvement.

Our vision and values are central to all we do as staff, students and governors our aim is to: -
'Open a world of opportunities'. Demonstrating respect and courage in order to flourish.

Our students

There are presently 1,075 students on roll and the staffing establishment is 125, which includes the Headteacher, 71 teachers and 53 support staff. Team working is strong and we pride ourselves in the quality of our relationships and the tangible mutual respect and care which is in evidence across the school which reflects our school values.

The Sixth Form has 268 students across Years 12 and 13. This is due in part to the popularity of the school sixth form and the changing nature of sixth form provision locally. In 2015 we had our first intake of boys into the sixth form; numbers here have increased significantly.

The School is a popular choice and is always well over-subscribed with applications of 840+ for the 160 places in Yr 7 and 350+ for sixth form places. Our catchment this year for year 7 entry is 1.765 km. In 2023, the results at GCSE were outstanding with 89% of grades 4+, 76% 5+, 37.8% 7+ and a P8 of +0.67. In 2023 A level results achieved an average grade of a B with 31% of all grades at A*-A.

Our Governors

Governors are exceptionally supportive yet provide the necessary challenge to help drive standards even higher. They bring expertise from both education and commerce and play an active part in the life of the school. There are two committees within the Board of Trustees, one responsible for curriculum and standards and the other for resources which includes finance, environment and personnel. The Business Manager services the Resources Committee.

Staff well-being is a high priority, as part of this a cash health plan is provided.

Background and Ethos Continued

School Leadership

In our inspection in July 2019, OFSTED praised the highly effective leadership at all levels. The senior leadership team consists of Headteacher, 2 Deputy Headteachers, 3 Assistant Headteachers and a Business Manager. This well established team are supported by 7 Faculty Leaders, 5 Heads of Year and a wider team of Subject and Key Stage Leaders. Staff work very closely to ensure the highest standards and aspirations in all aspects of school life.

Our networks

We are a single academy trust but are widely connected locally, working closely with South Network Schools, this brings a richness of collaboration around leadership, curriculum and inclusion. As part of this network the school is involved in developing and delivering on strategies to raise students' achievement and provides significant support for both teaching and support staff.

Professional Development

Professional development is a significant aspect of life at the school and is integrated into the school week. Staff are encouraged to deepen their subject knowledge and professional skills at all stages of their career. All staff new to the school participate in an induction programme and there is continued support for career growth.

Professionally this is a school with the very highest of expectations and aspirations but equally is richly rewarding. Staff are friendly, welcoming and supportive of colleagues. Our purpose is to ensure that the students, and the staff, all achieve the highest standards of which they are capable.

"Leaders are focussed on improving standards for pupils within a culture of care and concern for well-being. This extends to looking at staff welfare to ensure that work is sustainable" Ofsted July 2019



Key Facts and Statistics about the School

Type of School	Single Academy Trust. Non-selective comprehensive girls' school, age range 11-16: Co-educational sixth form post 16.
Location	South Birmingham in the suburb of Kings Norton, West Midlands.
Age range	11—19
Number of students	1075 (September 2023)
Number of staff	1 Headteacher, Teaching 71, Support 53 (November 2023)
Date school established	1910
External recognition	Ofsted rating: Outstanding, July 2019
Attendance	95.5% (pre Covid), 93% November 2023
Pupil Premium	Year 7 to 11, 29.54% (2023) : Sixth form bursary, 12% (2021 figure)
SEN	14.92% (2023)
EAL	7.84% (2023)

Sixth form expansion

Kings Norton Girls' School and Sixth form are delighted with our new Sixth form Building.



Key Facts and Statistics About the School Continued

Academic Achievements 2023

GCSE Results	% gaining 7+ in English and maths 21.8% % gaining 5+ in English and maths 63.5% % gaining 4+ in English and maths 85.9% English Grade 4 or above: 93.6% English Grade 5 or above: 88.5% English Grade 7 or above: 44.2% Maths Grade 4 or above: 88.5% Maths Grade 5 or above: 63.5% Maths grade 7 or above: 30.8% Achieving EBacc: 5+ 44.2%, 4+ 59%
A Level Results	A* - A all entries: 31.7% A* - B all entries: 64.6% A* - E: 98.7% Average grade: B
Progress 8	+0.67 All students +0.54: Pupil Premium students
University Admissions	In 2023 our students progressed to high quality destinations; they were successful with applications to Russell Group universities, Oxbridge, an increasing number of apprenticeships, conservatoire, many other top universities and carefully planned gap years.



Privacy notice for job applicants

This privacy notice advises job applicants of the school's data protection responsibilities on the collection and processing of their personal information. We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. We are required to explain how and why we collect such data and what we do with that information. This notice will also provide information as to what you can do about your personal information that is held and processed with us. We have appointed Clare Skinner, Business Manager as the person with responsibility for ensuring that applicants' personal information is held and processed in the correct way. She can be contacted at cskinner@kngs.co.uk. Questions about this policy, or requests for further information, should be directed to her.

You can find our privacy notice on our website at <https://www.kngs.co.uk/wp-content/uploads/2022/05/Privacy-Notice-Job-Applicants-v2-May-2022.docx.pdf>

Submission of your application form confirms that you have read and understood our privacy notice.