

# Recruitment Pack



St. Crispin's  
Excellence for all



## Teacher of English



St. Crispin's School is part of The Circle Trust, company number 11031096  
Registered at St. Crispin's School, Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144





## Teacher of English

### St Crispin's School

Headteacher:

Ginny Rhodes

NOR 1274, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

[www.crispins.co.uk](http://www.crispins.co.uk)

**Full-time for September 2022, Main Pay scale**

**Permanent**

**Suitable for Early Career Teachers**

**A rare opportunity for career development in a popular, growing school**

As a dedicated, ambitious teacher, you want to enjoy coming to work, be supported and valued.

At St. Crispin's you will be part of a happy, friendly team. We are a high-attaining school with student behaviour that is described as exemplary.

As a result of a significant increase in student numbers and growth in our popular school, a rare opportunity for an enthusiastic English Teacher to join our friendly, supportive team has arisen.

Our ethos of "Excellence for All" encapsulates our commitment to do the very best for both students and staff. If you are looking for a vibrant learning environment with many opportunities to maximise your potential, be motivated and inspired, we would love to hear from you.

Visits to the school highly recommended!

Applications from new entrants to the profession welcomed.

**Apply now:** TES QUICK APPLY or via our school website [www.crispins.co.uk/vacancies](http://www.crispins.co.uk/vacancies). Application form also below.

To find out more contact Mel Knight, PA to Headteacher - 0118 978 1144 [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

**Closing date:** 9 am, Monday 31st January

**Interviews:** Monday 7th February

**For more information:** Mel Knight on 0118 978 1144 or email: [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced CRB clearance and satisfactory employment references.



## Job Description

### Salary

St Crispin's main point scale (please refer to Pay Policy for detailed scale; this policy can be accessed via The Circle Trust website.)

### Aim and main purpose of the job:

#### Knowledge

- Demonstrate subject competence and to keep up-to-date his/her knowledge of the National Curriculum for 11-16 year olds in relation to their subject; and where relevant to the post, other examination courses at KS4 and Post 16.
- To attend continuous professional development activities when required to update his/her knowledge of the National Curriculum, syllabus changes and national initiatives which impinge directly on teaching, pastoral or other responsibilities.
- To keep informed about the key priorities identified in the School Improvement Plan, associated department development plans and his/her responsibilities agreed upon within it.

#### Planning, Teaching and Classroom Management

- To teach across a range of abilities and ages commensurate with his/her experience and skills and as agreed in consultation with the Headteacher and Head of Department.
- To plan lessons in accordance with the agreed departmental scheme of work and in line with the departmental teaching and learning policy.
- To plan lessons carefully with specific learning objectives and with special regard to prior attainment data, gender and race, fluency in English, DSEN (including IEPs).
- Use a variety of teaching approaches that identify, build upon and develop pupil learning styles, and the ability to learn independently.
- To set clear targets for pupil improvement and monitor progress towards these.
- To work effectively with Learning Support Assistants to plan lessons and individual support for pupils with specific learning difficulties.
- To set appropriate homework in line with school and departmental policies.
- Establish and maintain good standards of pupil behaviour in the classroom by implementing consistently and fairly the School Behaviour Policy.

### **Monitoring, Assessment, Recording and Reporting**

- To assess how well learning objectives have been achieved and use this assessment to improve aspects of teaching.
- To develop the expertise to be able to recognise the level at which a pupil is achieving, and make accurate and valid assessments using school and departmental policies and procedures.
- To mark work on a regular basis in line with school and departmental policies and guidelines.
- To make careful records of attendance and pupil progress following carefully the departmental guidelines; mark books and pupil work should be available for scrutiny as required from time to time.
- To liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements according to the school's assessment and reporting schedule.
- To discuss with parents/carers appropriate next steps in learning for their child, and encourage them to support their child's learning.

### **Other Professional Responsibilities**

- To undertake the role of form tutor, if required to do so, and follow the guidance given by the Head of Year in relation to carrying out this role.
- To undertake supervisory duties before school, at break or after school as required.
- To attend department, year and other school meetings as required.
- To contribute to the work of the department.
- To support colleagues in maintaining the school's behaviour policy.
- To maintain appropriate standards of professional appearance and conduct.
- To raise issues of concern with his/her line manager or with the appropriate member of SLT.
- To maintain the Professional Standards for teachers.
- To follow the school performance management system.
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
- To carry out tasks as reasonably required by the Headteacher.

### **Details of Line Management**

Teachers are line managed by Heads of Department (and Heads of Year in respect to their work as a tutor.)

### **Notes:**

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.



## English Department Information

### 1. Introduction and welcome by Head of Department including departmental vision

The English Department is an enthusiastic, forward thinking and cohesive team. We are committed to raising standards. Staff enjoy working together and sharing ideas. Support is always readily available. There are many opportunities for personal and professional development within the department.

We are keen to adopt new ideas and pedagogies - for example, we currently use a number of strategies for raising achievement and resources provided by the PiXL group (Partners in Excellence). We believe that it is important to give the best possible support to students in our care. Examination results are consistently above the national averages at all key stages. We are proud of our achievements to date and believe we have the ability to become an 'outstanding' department.

### 2. Curriculum overview

Over a two-week timetable the following allocation is given:

Year 7 -	6 periods (= 6 hours)
Year 8 -	6 periods
Year 9 -	6 periods
Year 10 -	8 periods
Year 11 -	7 periods
Year 12 -	8 periods
Year 13 -	8 periods

Our curriculum aims to provide students with the 'best that has been thought and said' acknowledging that the study of English is empowering. At all Key Stages, the revision of schemes of work is an ongoing process to ensure that they both support and challenge the students' learning. We have also ensured that schemes of work at KS3 and KS4 link closely to the GCSE assessment objectives. The schemes of work are also designed to fulfil the requirements of the reformed National Curriculum. At Key Stage 3, students are set on entry using Key Stage 2 data (when available), CATS tests, Accelerated Reader scores and class assessments. Sets are reviewed regularly. At Key Stage 4, the department follows the AQA GCSE 8700 specification for English Language and 8702 specification for English Literature. Students are set according to their ability. We have the luxury of a full-time Intervention Assistant for those students who need a little extra support. At Key Stage 5, the department follows the following reformed specifications: AQA B 7717 English Literature, reformed AQA B 7707 English Language and Literature and AQA Media Studies 7572.

To supplement normal classroom teaching, theatre trips, public speaking and visiting drama groups are used.

### 3. Exam performance

Students have historically performed well at both KS4 and KS5 in all subject disciplines. We are pleased that for the past two years, teacher assessed grades have continued to build upon this high performance.

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#### **4. Resources and rooming**

The department currently has a suite of 8 dedicated rooms, Head of Department office, department office, department social area/kitchen and good storage facilities. Access to ICT is available. All rooms have ceiling mounted projectors, ceiling speakers and internet access. Two rooms have interactive whiteboards. Laptops are available for individual student use. We regularly update stock and have a good range of textbooks, class novels, plays, DVDs and other resources.

#### **5. Other information**

The department works closely with the school library. Students have fortnightly library lessons, undertake private reading as part of their personal study and are encouraged to borrow books regularly. They complete regular Accelerated Reader quizzes. The department currently has a Reading Group, run by Year 12 students. We enter annually a Year 9 team for the National Mock Trial competition.



## About us

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos, which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance.

We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St Crispin's converted to an academy and became part of [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk).

Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



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## Policy Statement

To view our Recruitment Privacy Policy please see link below:

[St Crispin's School Recruitment Privacy Policy](#)

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