

Candidate Information Booklet



TEACHER OF ENGLISH
for January 2023

Prepare | Aspire | Succeed



Post for: Teacher of English

We are looking for:

- An enthusiastic full-time teacher with a passion for English Language and English Literature.
- Someone with a good understanding of relevant curriculum areas at all Key Stages, including a good understanding of assessment and monitoring procedures.
- Experience in teaching or teaching practice at all Key Stages.
- A willingness to learn and apply new techniques that contribute to high-quality teaching and learning.
- A teacher who expects and demonstrates the highest standards and can enthuse a range of students with varying needs.

Thank you for your interest in joining our school. Our Head of English, Jo Webber would be delighted to discuss this role further if you'd like to contact her: jwebber@cottesloe.bucks.sch.uk

We can offer you:

- A highly valued team who repeatedly achieve outstanding results for our students.
- Early Career Teachers a full induction package and continuous support and mentoring throughout the initial two years.
- An exciting opportunity to teach students who are courteous and have a high degree of respect for others.
- A friendly and supportive working atmosphere.
- The freedom to teach creative lessons in a friendly and supportive school.
- The opportunities to take part in or organise school trips linked to the curriculum.
- Opportunities to develop professionally as an individual as well as being part of a team, with a range of the whole school and department CPD sessions.



Our School

The Cottesloe School is a successful and oversubscribed Foundation secondary school with Sixth Form, situated in the village of Wing on the edge of the Chiltern Hills in rural Buckinghamshire. We have excellent communications to London, Birmingham or more locally for Milton Keynes. We are a caring school with a highly qualified and exceptionally committed staff, who recognise the importance of creative and challenging teaching and high professional standards. All staff and students are greatly valued and an emphasis on student and staff wellbeing is central to our culture.

Ofsted: November 2021

- Cottesloe continues to be a Good school
- The Leadership team has a clear vision for moving the school even further forwards, ably supported by talented and committed staff.
- Staff are very proud to work at the school.
- They feel valued because leaders consider their workload.
- Senior Leaders are ambitious for Cottesloe pupils.
- They expect them to 'Prepare, Aspire, Succeed' and pupils rise to the challenge. Pastoral care is a strength of the school.
- Pupils and staff treat each other with respect and courtesy and pupils behave very well.
- The school has strong systems in place to identify pupils with special educational needs and/or disabilities.
- Sixth Form students are excellent role models for younger pupils





English

We teach English because it is at the very heart of every aspect of learning and shapes our understanding of human experience. English empowers curiosity, imagination and expression. English engenders empathy and tolerance, enabling others to connect to the past, present and future in order to make a better world. Therefore, our intent is to instil a sense of knowledge, wisdom and power in our students to create literate, independent thinkers who are empathetic, have a strong sense of curiosity and go on to become life-long learners. We want our students to appreciate the power of language and the opportunities that it provides for success in an ever-changing society.

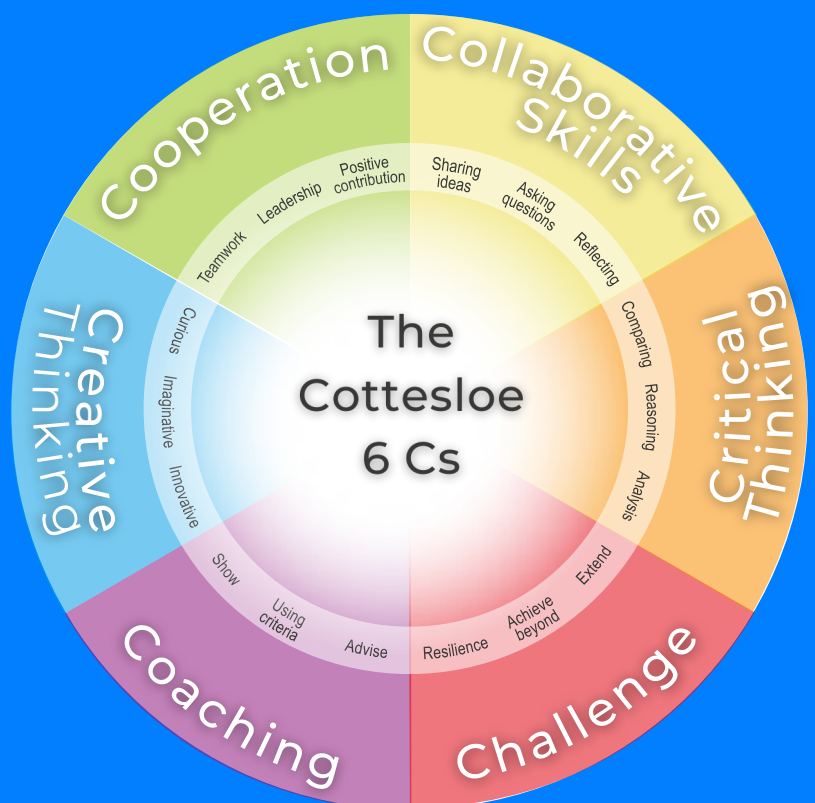
The English Curriculum is founded on a shared love of literature: from Charles Dickens to Angie Thomas; Shakespeare to Margaret Atwood; William Wordsworth to Maya Angelou and beyond. Within our department, we endeavour to explore a variety of themes and ideas, that are universal and relevant to today.

In tandem with the whole school, our ethos is shaped by Prepare. Aspire. Succeed. We prepare our students meticulously for what they have to do in each year and in each Key Stage. All of the work that they produce is exponentially building their skills in English Language and English Literature, to ensure that they are fully-equipped to achieve or exceed their targets. We, thus, encourage our students to aspire to the very highest levels and celebrate their achievements with them when they succeed. We also work tirelessly to enable those who are struggling in our subject, to gain confidence and achieve success. We know that not all students share the love that we have for the subject but, we strive to teach to everyone's strengths and make our lessons as engaging as they can be, whilst differentiating and extending as a matter of course.

Our Ethos

Students' personal development is encouraged through practical participation in a range of activities. In tandem with the whole school, our ethos is shaped by **Prepare, Aspire, Succeed**. We **prepare** our students meticulously for what they have to do in each year and in each Key Stage. All of the work that they produce is exponentially building their skills, to ensure that they are fully equipped to achieve their targets and exceed these. We, thus, encourage our students to **aspire** to the very highest levels and celebrate their achievements with them when they **succeed**. We strive to teach to everyone's strengths and make our lessons as engaging as they can be, whilst differentiating and extending as a matter of course.

Developing
Learning Habits
to succeed



School Performance

11 to 16 2021 Performance Data

16 to 18 2021 Performance Data

Absence and Pupil Population

Ofsted



Making an Application

If you wish to be considered for this post please complete an application form available from the school's website, providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment history please state the reasons why (eg. gap year, career break, unemployed)

Supporting Information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. For teaching posts: please detail your experience of delivering teaching and learning and what impact your contribution would make in terms of raising standards at our school.

Please email your completed application form to recruitment@cottesloe.bucks.sch.uk or post to Mrs J Woods, HR Manager, The Cottesloe School, Aylesbury Road, Wing, Leighton Buzzard LU7 0NY.

Deadline

We will review applications upon receipt.

Unfortunately we are unable to provide individual feedback to applicants not selected for interview. If you are unsuccessful at application stage, it will be because you did not demonstrate that you meet the essential criteria for the role



Pre-employment Checks

References

All applicants will be asked to provide two referees, one of whom must be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past then a reference will also be obtained from that previous employer. All shortlisted applicants will have references taken up, and this may include review of social media posts. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. References addressed "to whom it may concern" will not be accepted.

Disclosure and Barring Service

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. Employment at this school is subject to an enhanced check with the Disclosure and Barring Service. Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1975, 2013 and 2020 there are a number of jobs where we must take account of convictions, even though they are 'spent' (excluding youth cautions, reprimands and warnings). All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. A certificate of good conduct will be required where a candidate has lived outside the UK for six months or more within the last five years. The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.



Pre-employment Checks

Validation of qualifications

All shortlisted candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies

Right to work in the United Kingdom

Under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Successful applicants will be asked to provide evidence from a list of acceptable documents, which will include photographic evidence, and right to work under the EU Settlement Scheme if applicable.

Teaching posts

The school will undertake checks for teacher status, prohibition orders, failed induction or probation, and historic sanctions and restrictions for all teachers (qualified or unqualified). The Department for Education Employer Access – Teacher Services website is used to process these checks.

Medical assessment

A satisfactory medical assessment will be required before we confirm any offer of an appointment. Any recommendations for reasonable adjustments to the working environment will be implemented upon commencement of duties.

Safer Recruitment

The Cottesloe School is committed to safeguarding and promoting the welfare of children and safeguarding checks will be carried out on employees, volunteers, governors and visitors. Please see the school's current Safer Recruitment Policy, Policy on Employment of Ex-Offenders and Child Protection (Safeguarding) Policy for further information, all available on the school's website (Safeguarding Policies area).



Candidate

Information Booklet



Prepare | Aspire | Succeed

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