



Teacher of English

Full Time

M1-UPS3

Permanent

From 1 September 2023





Headteacher
Michael J Scott
BA(Hons) Exon NPQH FRSA

Thank you for your interest in the post of Teacher of English in our lovely school. This is a permanent full-time post teaching English and English Literature to KS3 and GCSE and ideally to A-level to commence on 1 September 2023 and is offered owing to the ongoing expansion of our school as well as an increase in students selecting English Literature at A-level from September. We are seeking an inspirational colleague who can instil a love of literature in our students. The Faculty of English & Arts offers English Literature, Music and Drama at KS5 and we ideally seek a candidate with some experience delivering A-level Lit. Candidates with strong qualifications and experience in 11-16 schools should not be deterred from applying as support will be offered with A-level teaching in the first couple of years in post. The post would suit an ECT and/or an experienced teacher. A full induction programme is offered for all new staff.

The English & Arts Faculty is an outstanding team of seven colleagues who are very experienced practitioners. ECT mentoring would be provided in the faculty and whole-school. Results are very strong at both GCSE and A-level with P8 figures of around +0.7 and the majority of students secure A*-B at A-level. Students enjoy three hours of English in KS3 rising to four in Year 9 and again in Year 11. At A-level classes are split between two teachers for 9 hours a fortnight.

I am in my sixth year as Headteacher here and consider it a privilege and delight to lead a school with such enthusiastic, intelligent and caring girls and a truly dedicated and supportive staff. We are very much a **family** and a **team** at NGHS; my colleagues work exceptionally hard to help each student to achieve their potential and they also support each other. We take staff well-being extremely seriously and our Well-being Charter is included in this pack to show you what we do.

NGHS is an outstanding girls' grammar school. We were very recently inspected by Ofsted in November 2022 and the school was judged **outstanding in every category**, placing us in the top 3% of schools. [Please read the report here](#); you will see why I am so proud of our staff and students. We are also the 2020 West Midlands Secondary School of the Year and have recently won a number of accolades rewarding our work in supporting Mental Health, Holocaust Education, the Be Kind Award and the AcSEED Award.

Our governing body is incredibly supportive and experienced. Their drive and ambition for the school keeps us on our toes, but they are passionate about enhancing opportunities for all students. We are heavily oversubscribed and hold an annual entrance test. We have, on average, 120 girls in each year group. The sixth form is also oversubscribed and we take students from a number of 11-16 and 11-18 high schools as well, of course, as our own Year 11s.

Importantly, NGHS believes in offering an all-round education and the successful applicant will be committed to extra-curricular opportunities. S/he will be expected to contribute to the school's varied programme within their subject or beyond.

Opportunities like this do not arise very often, so I wish you every success with your application. I appreciate the time taken to assemble an application and thank you in advance for your interest in the post and our fantastic school.



The Curriculum

The curriculum is currently divided into 25 hourly periods within a one week timetable. As you might expect in a selective school, our curriculum is unashamedly academic and all KS3 students study both French and German as well as Biology, Chemistry and Physics as discrete subjects. All girls have a weekly PSHE lesson and two hours of PE.

GCSEs are chosen in Year 8 with a three-year KS4 in operation. This was scrutinised by Ofsted in 2019 and they agreed with our view that this model best suited our students. Girls select four options (to include at least one MFL, a humanity, a practical subject and one other choice). This selection is then reduced by one as students move into Year 10. We teach GCSE courses thoroughly with a particular focus on greater depth and preparation for A-level. Students are taught beyond GCSEs and all teaching is complete around Easter of Year 11 allowing time for valuable revision/examination practice.

In the Sixth Form, we have about 80-85% student retention but receive applications from girls in other schools with over 100 students in the current Year 12, demonstrating our increasing popularity. There are 18 A-level choices and AS PE with no pre-determined option blocks. All girls have a lesson of PSHE and PE in the sixth form to ensure a balance with wellbeing. Most girls take 3 A-levels plus EPQ in Year 13 and some take 4 subjects. Students have 4 or 5 hours of tuition per week per A-level subject.

Staff Development

Our colleagues are our most valued resource. The majority of NGHS staff have been in post for 5-15 years, but there is a small turnover each year; usually colleagues leave to take up promoted posts or retire. Internal promotions also occur. Morale is high and staff work in faculty groups with similar subjects grouped together (e.g. Maths & Technology and English & Arts). Most staff are form tutors. Recent appointments have included both an NQT and a teacher with 25 years experience.

Opportunities for professional development have been largely exam-board specific in recent years, but the school now utilises a range of providers to offer different forms of training. In-house training is also offered where appropriate and the school has four INSET days per year plus twilight sessions in Professional Learning Groups, led by staff for staff. The PLGs this year include blended learning, planning for differentiation, 'mind the gap' and passive to active learners. Calendared 'Good Practice Weeks' enable staff to learn new ideas and skills from each other through training sessions and classroom observations.

There is a real camaraderie among colleagues. Support staff are equally valued and part of the team. We work hard together and celebrate our successes together. Examples include responding to the call from Ofsted and navigating the Covid19 lockdown.

Pastoral Care / Student Leadership

Often identified as the jewel in our school's crown, our pastoral system has been overhauled significantly since the current Headteacher took up post. Form tutors are the first port of call unless the matter relates to safeguarding or a more complex case. Heads of Year lead a team of tutors and usually our form groups straddle two year groups (currently suspended owing to Covid year group bubbles).

Our pastoral team was further enhanced in 2018 by the appointment of two Wellbeing Officers (one for Years 7-10 and one for Years 11-13). Both support students and staff to stay fit and well, physically and mentally, and liaise with outside agencies. We also have two Counsellors and a Pastoral Administrator who oversees medical provision as necessary.

Attendance settles annually at around 97% across NGHS. Attendance after the Covid-19 lockdown has been notably higher, particularly in the sixth form.

There are many opportunities for pupils to support each other through mentoring (academic and pastoral) and to lead activities within our House system. Positions of responsibility exist in all years.

Outside of lessons, students engage in a wide range of extra-curricular activities and a Curriculum Enrichment Week runs in June. The Duke of Edinburgh Award is also popular with nearly all girls completing Bronze Award in Year 9.

NGHS IN ACTION



Clockwise

World Mental Health Day is recognised annually with our SLT and Pastoral Leaders going very yellow this year. All Year 12 students benefit from a Liverpool Residential each year to aid their transition to Sixth Form. We have very talented sportswomen with regular wins in local and regional finals. Here our winning badminton squad. There is a real sense of friendship and camaraderie between students at NGHS. A-level scientists work with Harper Adams researchers each year. The 2019 team won a trophy for their work. Mr Scott, Mrs Tomkinson and 10 girls attended a Downing Street reception in 2020 for International Women's Day.



JOB DESCRIPTION—TEACHER OF ENGLISH

TEACHING AND LEARNING

- ⇒ To manage student learning through effective teaching in accordance with the department's schemes of work and policies.
- ⇒ To set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
- ⇒ To ensure continuity, progression and cohesiveness in all teaching.
- ⇒ To develop teaching resources, particularly with regard to the differentiation for pupils of different abilities, and the increased use of ICT.
- ⇒ To use a variety of methods and approaches (including differentiation) to match curricular objectives to a range of student needs, and ensure equal opportunities for all students.
- ⇒ To seek to care for and develop the teaching and learning environment, paying due regard to the display of students' work.
- ⇒ To set homework regularly, (in accordance with the School Homework Policy), to consolidate and extend learning and to encourage students to take responsibility for their own learning.
- ⇒ To work effectively as a member of the subject team to improve the quality of teaching and learning.
- ⇒ To engage with the SENDCO in order to benefit from their specialist knowledge and maximise the support given in lessons and to update pupil SEND records as necessary.
- ⇒ To use positive management of behaviour to create an environment of mutual respect which enables students to feel safe and secure and which promotes their self-esteem.

MONITORING, ASSESSMENT, RECORDING, REPORTING & ACCOUNTABILITY

- ⇒ To assess students' work systematically and use the results to monitor progress and inform future planning, teaching and curricular development.
- ⇒ To give students' regular feedback, both orally and through accurate marking (in accordance with the School Marking Policy) and encourage students to respond to feedback.
- ⇒ To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
- ⇒ To meet with parents at Parents Evenings and to write reports to parents as per the published reporting schedule.
- ⇒ To participate in arrangements for preparing pupils for public examinations and assessing pupils for the purposes of such examinations.
- ⇒ To record and report such assessments.

PROFESSIONAL STANDARDS

- ⇒ To be a role model to students through personal presentation and professional conduct.
- ⇒ To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
- ⇒ To cover for absent colleagues as is reasonable, fair and equitable under the Rarely Cover policy.
- ⇒ To consider the needs of all students within lessons (and to implement specialist advice) especially those in targeted groups.
- ⇒ To co-operate with the Headteacher in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.

- ⇒ To be familiar with the School and Department handbooks and support all the School's policies.
- ⇒ To establish effective working relationships with professional colleagues and associate staff.
- ⇒ To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.
- ⇒ To be involved in extra-curricular activities such as making a contribution to clubs and visits.
- ⇒ To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, Teachers' Standards and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- ⇒ To undertake any reasonable task as directed by the Headteacher.

SUBJECT KNOWLEDGE

- ⇒ To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, grade descriptors and specifications for examination courses.
- ⇒ To keep up to date with research and developments in pedagogy and the subject area.
- ⇒ To promote high standards of education and the value of scholarship and encourage students to take a responsible and conscientious attitude to their own work and study.

PASTORAL RESPONSIBILITY

- ⇒ Every subject teacher will be expected to have pastoral responsibilities, usually including the role of form tutor (shared if part time).

PERSON SPECIFICATION—TEACHER OF ENGLISH



Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> i. Degree in English or related subject ii. QTS/PGCE or other route into teaching 	<ul style="list-style-type: none"> iii. First/2:1 degree result iv. Additional qualifications relevant to post
Experience	<ul style="list-style-type: none"> i. Successful teaching record in current school or on placement (if ECT) ii. Teaching English & Lit. to KS3 and GCSE iii. Recent CPD or relevant PGCE training iv. Involvement in extra-curricular English/Drama such as clubs and productions 	<ul style="list-style-type: none"> v. Teaching in a high achieving school vi. Teaching in an good/outstanding school vii. Teaching English Literature at KS5 viii. Teaching PSHE or Drama in KS3 ix. Supporting trips/visits to theatre etc.
Knowledge & Skills	<ul style="list-style-type: none"> i. Knowledge of English National Curriculum in KS3 and sequencing through KS3 to GCSE ii. Knowledge of best practice in assessment iii. Ability to stretch and challenge able girls iv. How to spark interest in the world of literature for students of all interests v. Well-read with a strong knowledge of works from renaissance to modern day 	<ul style="list-style-type: none"> vi. Knowledge of Edexcel A-level English Literature specification
Qualities	<ul style="list-style-type: none"> i. Belief in sustaining high standards of excellence ii. Team player within a department or faculty iii. Ability to prioritise, plan, organise well and work as part of team to achieve objectives iv. Willingness to support students as form tutor v. High standards in dress, attendance and punctuality vi. Suitability to work with children and satisfactory Enhanced Disclosure with DBS. vii. Sense of Humour! 	<ul style="list-style-type: none"> viii. Knowledge of issues facing girls in a single-sex, high achieving environment

STAFF WELL-BEING CHARTER

The Governors, Headteacher and SLT take the wellbeing of all staff very seriously. The charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. Our staff are very supportive of each other and work hard as a team, in faculties, tutor teams and together across the whole school.

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|  <p>A dedicated Staff Wellbeing Committee which meets termly</p> |  <p>Complementary tea, coffee, sugar and milk in the staffroom</p> |  <p>Inclusive staff challenges to bring everyone together</p> |
|  <p>A buddy for new staff who join NGHS for their first year</p> |  <p>Counselling service free to all staff both in-house and externally</p> |  <p>Opportunities for career development always considered</p> |
|  <p>An annual flu jab for all staff available upon request each winter</p> |  <p>Greater PPA time than national and no mainstream cover</p> |  <p>Measured approach to lesson observation, drop-ins and good practice weeks</p> |
|  <p>Calendared wellbeing weeks with no evening meetings/events</p> |  <p>Childcare vouchers scheme for those who have children in regular day care</p> |  <p>Annually reviewed Workload Policy; designed by staff for staff to support reducing workload</p> |
|  <p>Deadlines well publicised and annual calendar consultation</p> |  <p>Staff social evening each term - let your hair down and relax</p> |  <p>Communications policy which protects time outside of school day</p> |
|  <p>No student or class data collected for data's sake</p> |  <p>A flexible and generous approach to family appointments, children's events, nativities, sports days etc.</p> |  <p>SLT Open Door Policy at all times including urgent email for non-school days</p> |
|  <p>Dedicated marking afternoon for all staff during internal exam week</p> |  <p>Complementary Christmas Dinner for all staff each year</p> |  <p>Cake, laughter & friendship in the staffroom</p> |
|  <p>Dedicated classroom wherever possible for all teaching staff</p> |  <p>Thank You Friday reward scheme for staff to share appreciation of colleagues</p> |  <p>A firm commitment to the current DFE Staff Wellbeing Charter</p> |



Please complete the NGHS application form including the supporting statement (section 5), which should not exceed two pages (font size 11). Please share your career to date and how you feel this experience meets the advertised person specification. We anticipate a strong response and we will score applications fairly against these criteria alone. A **personal letter** showing an understanding of our school is preferable to a generic letter of application. NGHS is an equal opportunities employer.

We are committed to the equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief. We **particularly welcome applications from colleagues from under-represented backgrounds**. The successful applicant will be subject to an enhanced DBS, Barred List check and other recruitment checks in line with Keeping Children Safe in Education Safer Recruitment practices. This includes sourcing police checks for any period of time spent abroad and online name/profile searches for shortlisted candidates.

Informal discussions about the post can be arranged. Email jobs@nghs.org.uk to arrange. These can be in-person or online via Teams.

Completed application forms should be emailed to jobs@nghs.org.uk no later than **Wednesday 22 March 2023 at 9am**. Interviews will take place shortly after this deadline. Referees must include your current or most recent Headteacher. Letters of application should be addressed to our Headteacher Mr M J Scott. CVs are unnecessary and will not be accepted. We wish you every success and thank you for your application.