

# PINNER

## HIGH SCHOOL



## TEACHER OF ENGLISH

## CANDIDATE INFORMATION PACK

2022/2023

Inspiring Learning

# Letter from the Headteacher

Dear Applicant

Thank you for your interest in Pinner High School. With our motto of 'Inspiring Learning', we aim to integrate every student into our supportive and disciplined environment to help them achieve their full potential through our rich, broad and balanced curriculum. Every student who enters the school is believed to be of equal worth and capable of positively contributing to our community.

Our school has seen continuous academic success and achieved high standards that we aim to uphold. Having been graded 'Outstanding' by Ofsted, the high quality of teaching and support provided through our community has consistently been reflected through exceptional exam results and school achievements. Most recently, 35% of all GCSE grades were grade 7 and above, against a national average of 26%. Furthermore, 82% were graded 4 and above against a national average of 73%. We are incredibly proud of every single student.

Not only do we provide exceptional standards of teaching for all students, but our learning also goes beyond the classroom. With an extensive range of extra-curricular opportunities and pastoral care, we aim to leave all students with experiences that shape them for the future.

Our staff are highly qualified, dedicated and committed to providing a safe and inclusive environment. Students will receive the very best of what education has to offer and will find our school to be an inspiring environment that sets them up for lifelong success.

As an employee of Pinner High School, you can expect a wealth of benefits and opportunities from access to training, career development secondments, and additional duties attracting financial benefits, pension, free gym access and subsidised meals, underpinned via a collaborative and supportive environment.

If you would like to join our school please complete our application form and send with a covering letter to [careers@pinnerhighschool.org](mailto:careers@pinnerhighschool.org).

Further information can be found via our website [www.pinnerhighschool.org](http://www.pinnerhighschool.org).

We look forward to working with you

Mr Raj Patel

Headteacher

# English Teacher

Reports to: Head of Department OR Appropriate Middle Leader  
Start: Easter or September 2023  
Salary: £29,915 (M1) - £45,766 (UP3)  
Contract: Full time, Permanent  
Closing date: Thursday 1 December 2022  
Interview date: w/c 5 December 2022

We encourage you to read our website carefully and familiarise yourself with our prospectus, this candidate information pack and the application form for the post.

Pinner High School opened in September 2016 with 150 Year 7 students. We will admit 180 Year 7 students each year; so having 900 Year 7 – Year 11 students. Our onsite sixth form is now open with a full complement of year groups. Alongside this, there are 12 additional places for students with Autistic Spectrum Disorder. Pinner High School is located on Beaulieu Drive, HA5 1NB.

Pinner High School is part of The Harrow Academies Trust, a multi-academy trust established by the seven secular high school academies within Harrow. Our high schools, together with Whitmore High School (which is a community school maintained by Harrow Council), have a strong track record of collaboration, including establishing Sixth Forms, the age-of-transfer that saw Year 7 join high school (instead of middle school), academy conversion in 2011, and establishing The Jubilee Academy (an alternative provision free school) in 2013.

The Harrow Academies Trust also includes Harrow View Primary School, which is a primary school that will be constructed as part of the major housing / regeneration project in Harrow on the site of the current Kodak site.

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

The Harrow Academies Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the trust, ensuring our staff body reflects the diversity of our students and local community

## INTRODUCTION

At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, improving standards of achievement for all pupils and the promotion of pupils' personal development and well-being. All colleagues play a key part in this provision by a commitment to the school's ethos, by working effectively in administrative teams for the benefit of our students. In this way, s/he assists the school in reaching its targets and objectives.

## JOB DESCRIPTION:

### CORE PURPOSE

To teach pupils across the full age and ability range present in the school in order to ensure the highest possible standards of pupil achievement, personal development and well-being, and bring life to the school motto of 'Inspiring Learning'.

### KEY RESPONSIBILITIES

#### **Teaching and Learning:**

- To effectively teach National and School Curricula within the school's Teaching and Learning Policy;
- To engage teaching methods which bring life to the motto 'Inspiring Learning';
- To provide a calm, friendly, and disciplined teaching environment with positive relationships;
- To provide a stimulating learning environment of high expectation and constant challenge;
- To plan interesting and creative lessons and activities to meet the individual needs of all students;
- To consistently integrate AFL strategies across all platforms;
- To set appropriate homework in line with school policy;
- To make effective and efficient use of Teaching Assistants and class resources to drive the individual learning experience;
- To know and support the personal development of each student with a firm understanding of complex learning needs and the importance of raising achievement among pupils;
- To make effective and efficient use of data systems and SIMS to record pupil progress, behaviour and attainment;
- To mark work, assess, record, track and report pupil progress, using available data;
- To consistently and effectively monitor the progress of students and give clear and constructive written and oral feedback working in partnership with parents;
- To set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and positive, productive relationships;
- To prioritise student wellbeing working collaboratively with all stakeholders;
- To be a role model consistently demonstrating the school values;
- To enthusiastically participate in the enrichment opportunities of the 'Heads Challenge' programme;
- Develop effective links with the local community in order to extend subject activities, enhance teaching and develop the students' wider understanding;

#### **Developing self and working with others:**

- To work collaboratively with peers to communicate, share best practice with and debate in the best interests of both staff and students;
- To work collaboratively with Inclusion and support teams to further pupil attainment and support;
- To work collaboratively with parents/guardians to involve them in their child's learning as well as providing information about curriculum, attainment, progress and targets;
- To contribute and develop schemes of work, resources, teaching and learning strategies;
- To contribute to the development of a range of assessment activities to track student progress;
- To contribute to team review, monitoring and evaluation and the development of working practices;

- To participate, as required, in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school;
- To participate in working groups and ad hoc projects as required;
- To participate in other professional development activities, seek and attend relevant training.

#### **Other Duties and Responsibilities:**

- To be committed to, and promote, the school's vision, aims, objectives and values;
- To be responsible for promoting and safeguarding the welfare of all students;
- To promote positive behaviour and respond appropriately to situations that challenge equality of opportunity;
- To work co-operatively and support the Academy's Professional Review system;
- To undertake any other duty as specified by the School Teachers' Pay and conditions Document not mentioned in the above;
- To comply with any reasonable request from a leader/manager to undertake work of a similar level that is not specified in the job description;
- To have due regard for issues of Health and Safety relating to staff, students and visitors;
- To attend meetings, open evenings and school events as necessary;
- To perform administrative tasks as required.

### **REASONS TO WORK AT PINNER HIGH SCHOOL**

- A friendly, respectful and collaborative environment.
- The opportunity to work with a number of skilled professionals.
- The opportunity to contribute to extra-curricular activities as part of the 'Heads Challenge' scheme; our own Duke of Edinburgh style award.
- The opportunity to work with independent, resilient pupils who take pride in their community and themselves.
- Excellent CPD opportunities and access to training, including schools within the Trust across the Borough.
- A collaborative approach to building a new school community
- Opportunities to access and experience senior leadership positions

### **BENEFITS**

- Continuous professional development;
- Employee Assistance Programme;
- Contributory pension scheme;
- Paid lunch break duty with free lunch whilst on duty;
- Subsidised meals;
- Free tea and coffee;
- Onsite parking
- Gym access;
- Brand new facilities;
- Free eye care voucher;
- Salary sacrifice scheme for Cycle to work
- Pension contributions
- Three weeks Christmas break in December

## SAFEGUARDING & DATA PROTECTION

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust. All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

Pinner High School and Harrow Academies Trust are committed to safeguarding and promoting the welfare of students. Successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

For more information about our safeguarding policies, please visit our school website:

<http://www.pinnerhighschool.org/page/?title=Safeguarding&pid=44>

## NOTES

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All postholders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post

## APPLICATION PROCESS

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All postholders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a

commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.

If Pinner High School sounds like it is right for you:

- Download the application form for the corresponding role from our website (<https://www.pinnerhighschool.org/news/?pid=0&nid=5>).
- Complete fully and email to [careers@pinnerhighschool.org](mailto:careers@pinnerhighschool.org) with your personal statement explaining why you want to work with us and why you are the best person for the role.
- CVs strictly not accepted.

If you have any questions or queries, please contact [careers@pinnerhighschool.org](mailto:careers@pinnerhighschool.org) or call 020 3096 0769

*The school reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.*

## PERSON SPECIFICATION

Education, Qualifications and Training	Essential	How Identified
Good honours degree in relevant subject	Yes	Application
Qualified Teacher status	Yes	Application
Experience	Essential	How Identified
Evidence of teaching at KS3, KS4 across the ability range	Yes	Application Interview
Evidence of a solid understanding of curriculum developments in the specific subject area	Yes	Application Interview
Experience of using data to monitor and raise achievement	Yes	Application Interview
Experience of consistent use of AFL techniques	Yes	Application Interview
Knowledge, Skills and Abilities	Essential	How Identified



Skill and expertise in the effective use of data and the analysis of data	Yes	Application Interview
Ability to use ICT to enhance learning; strong ICT competence	Yes	Application Interview
Ability to personalise learning	Yes	Reference Interview
Ability to inspire and enthuse students across all abilities	Yes	Reference Interview
Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds	Yes	Application Reference Interview
Ability to meet deadlines with advanced organisational skills	Yes	Application Interview
Demonstrates great communication & interpersonal skills	Yes	Reference Interview
Demonstrates professional conduct and personal integrity	Yes	Reference Interview
Demonstrates an ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement	Yes	Reference Interview
Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour	Yes	Reference Interview
Demonstrates positive behaviour management skills and an ability to maintain a non-confrontational approach	Yes	Reference Interview
<b>Other Requirements</b>	<b>Essential</b>	<b>How Identified</b>
Enthusiasm, energy and commitment	Yes	Reference Interview
High expectations of all young people, respect for their social, cultural, religious & ethnic background, and a commitment to raising the achievement & self-esteem of all young people	Yes	Application Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes	Application Interview
Evidence of ongoing CPD: A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes	Application Interview



Evidence of working collaboratively in a team	Yes	Application Interview
Self-motivation and a sense of initiative	Yes	Interview
An open and transparent work ethic	Yes	Interview
A flexible and 'can do' attitude	Yes	Interview
Involvement in departmental development	Yes	Reference Interview
A willingness to get involved in extracurricular activity	Yes	Application Interview
A willingness to share in the school's educational vision	Yes	Interview