

BISHOP RAMSEY SCHOOL



TEACHER OF ENGLISH

Part of the Veritas Educational Trust



CANDIDATE INFORMATION · JANUARY 2025

INTRODUCTION FROM OUR EXECUTIVE HEADTEACHER

Dear Colleague,

I am delighted that you are interested in a position with us at Bishop Ramsey School which is part of the Veritas Educational Trust (VET).

This is a really exciting time to be considering joining Bishop Ramsey which is an extremely successful and consistently oversubscribed Church of England school. Our staff team is supportive and considerate and our caring ethos makes Bishop Ramsey a rewarding place to work.

We are committed to ensuring high standards and high aspirations, of active participation and of creating emotionally rich learning environments. This is an important part of the character of our school. We value our close local partnerships and genuinely collegial way of working.

We recognise that an excellent working environment requires excellent support and we are committed to providing exceptional training as well as support for staff wellbeing. I also appreciate that members of staff have families, personal commitments and lives beyond school and we go above and beyond what is expected in many schools to ensure that staff can fulfil these responsibilities also. Recognising and supporting our staff to get a good balance is very important to me.

As a Church of England school we have a caring Christian ethos and we value inclusion and diversity highly and actively celebrate our differences as a staff body and as role models for our students. We recognise that it is not necessary to be a practising Christian in order to support our Christian ethos and therefore we welcome applications from candidates from any background.

I do hope that the information enclosed here inspires you to make an application and look forward to welcoming successful applicants to our learning community for interview.

Dr Hilary Macaulay

Executive Head, Bishop Ramsey School
CEO, Veritas Educational Trust



"THIS IS A REALLY EXCITING TIME TO BE CONSIDERING JOINING BISHOP RAMSEY WHICH IS AN EXTREMELY SUCCESSFUL AND CONSISTENTLY OVERSUBSCRIBED CHURCH OF ENGLAND SCHOOL"

OUR VALUES AND AIMS

OUR VALUES

Bishop Ramsey School is a Christian Learning Community. We recognise that every individual is created in the image of God. We seek to nurture each member of our community to develop his or her skills and abilities in a positive and ordered learning environment, so that students mature into responsible and caring adults, and that all members of the school community recognise the value of every individual in God's eyes.

As a Church of England School we wish students to grow in the Christian faith. While being firmly committed to this, we encourage an understanding of and a respect for other faiths.

The principle of Christian stewardship underpins our approach to the use of the school's resources. Our approach to our relationships is based on the Christian view of God's love for each of his human children and of Jesus' command to forgive and love our fellows.

We base our approach to achievement and the provision of opportunities for development on Jesus' statement that he came to offer 'life in all its fullness' (John 10.10).

OUR AIMS

- Every learner is an empowered learner.
- Every lesson is an excellent lesson.
- Every day at school is a rich experience.
- Every relationship is a positive encounter.
- Each school community looks outwards and beyond.

We achieve our aims by:

- **Learning** so that every learner is an empowered learner and every lesson is an excellent lesson.
- **Loving** so that every day at school is a rich experience and every relationship is a positive encounter.
- **Living** so that students learn to look outwards to the world and beyond to God.



HILLINGDON AND THE SURROUNDING AREA



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- 1 Pathway in Ruislip Woods
- 2 Manor Farm House in Ruislip, built in the 16th century
- 3 Hillingdon Court Park
- 4 View across Ruislip Lido
- 5 Windsor Street in Uxbridge town centre



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The name 'Hillingdon' appears in the *Domesday Book (1086)* and Veritas Educational Trust has its offices at Ruislip in the northern part of the London Borough of Hillingdon.

Hillingdon is a large borough and borders the London Boroughs of Harrow, Ealing and Hounslow to the east and the counties of Buckinghamshire and Berkshire to the west and Hertfordshire to the north.

With excellent transport routes, including being the home of Heathrow airport, and with easy access to the A40, M4 and less than half an hour by train or tube into the centre of London, the borough benefits from many first-class schools, a wide variety of restaurants and different types of housing.

With a wealth of green spaces and parks, Hillingdon enjoys the advantages of being a London borough but has the feel of a suburban oasis.

A short drive or train ride across the northwest boundary into Buckinghamshire leads to the uncrowded, beautiful rolling green English countryside of the Chiltern Hills, most of which is designated an Area of Outstanding Natural Beauty (AONB), and a little further north west is Oxfordshire.

Many of our staff live in the surrounding Home Counties and choose to travel the relatively short distance into London to work.

THE ENGLISH FACULTY

The English Faculty seeks to enable students to develop as competent, confident and effective communicators, through reading, writing and speaking. They should go out into the world equipped to tackle the academic rigour of higher education, communicate with empathy, skill and clarity in the workplace and feel they can make a difference through using their voice.

We want our students to love language, engage with texts in new ways, make links to the real world and be empowered as learners through their ability to read and write, which underpins the whole curriculum.

We have an enthusiastic, experienced and dedicated team of subject specialists who are committed to providing the best opportunities for our students. We are a large team of 10 specialist teachers some of whom have other responsibilities across the school, including Year Directors and whole school responsibility leads bringing a range of experiences and expertise to the Faculty.

The English Faculty have an office base and a suite of dedicated, well-equipped teaching rooms. The Department is well-resourced with texts and digital resources.

All students at KS3 are taught in mixed ability groups. The Faculty has detailed Schemes of Learning and lesson plans for all units that are taught and staff are encouraged to adapt these to suit their own strengths, teaching styles and dynamics of their groups. We are constantly reviewing and updating our curriculum to engage and challenge our students across all topics.

In Years 10 and 11 for GCSE, all students take English Language and English Literature following the AQA specification. Exam results within the Faculty are strong at KS4 with over 80% of students achieving grade 5 or Above in the summer 2023 examinations and with strong positive Progress 8 scores.

At Key Stage 5 we offer A Level English Literature and follow the AQA Lit B Specification studying Aspects of Tragedy and Elements of Crime.

The English Department offers an extensive range of extra-curricular experiences for students including trips to Shakespeare's Globe, theatres,

art galleries and museums. We also take part in the annual Jack Petchey Speak Out competition. Members of the Faculty work collaboratively in organising themed curriculum days and a whole school annual two-week Lit Fest with a range of different visiting authors, writing workshops and competitions for all staff and students culminating in our World Book Day celebrations.

We are a supportive, friendly, hard-working and sociable Faculty and extend a very warm welcome to new members of our team.

INFORMATION ABOUT THE POST

TEACHER OF ENGLISH

Grade MPS/UPS (Outer London)

Immediate Supervisor Head of the English Faculty or relevant Key Stage lead

Contacts (internal) All teaching and support staff

Contacts (external) Parents/Carers

MAIN PURPOSE OF THE POST

- To teach a range of subject areas and classes as required by the Head of Faculty and the Headteacher in accordance with the Teacher Regulations currently in force.
- To ensure that your work within the Faculty follows the strategic direction and developments published or the Faculty.
- To manage the teaching and learning of all the students in your teaching groups by ensuring that their curriculum needs are catered for and that those students can make effective progress with their studies and achieve their full potential.
- To ensure that the teaching delivered by you is of the highest possible standard.
- To provide quality assurance by evaluating the quality of the teaching and learning of all students you teach, by using the effective monitoring processes developed within the Faculty.

KEY TASKS AND RESPONSIBILITIES

1 Accountabilities

- As a teacher in the English Faculty, you are accountable for the standards achieved and the progress made by the students taught by you; for the quality of your teaching in the Department and the Pastoral Care offered to the students in your role as a Form Tutor.

2 Key tasks

- To uphold the ethos, aims and administration of the school.
- To act as a role model for the Department.
- To become involved in and to initiate activities which help the school to improve the teaching and learning of its students.

3 Strategic direction and development

- To assist in developing a well-designed and well-resourced curriculum, which is consistent with both the school's aims and objectives and the requirements of the National Curriculum and Examination Boards which meets the needs of all the students taught by the Faculty.
- To participate in the shared evaluation of programmes of study on an annual basis, taking responsibility for the development of schemes of work as requested by the Head of Faculty.
- To show enthusiasm, motivation and a commitment to achieve the highest possible standards for the benefit of the students, the school and one's own professional standards and self esteem.
- To participate fully in the Professional Review Process as detailed in the Performance Management Policy.
- To liaise with the Head of Faculty and Year Director to ascertain suitable staff development activities.
- To treat all colleagues and students with respect with the aim of enjoying good working relationships with all members of the school community.

4 Management of teaching and learning

- To be aware of school and Faculty policies and act on them.
- To act on current good practice in the delivery of the curriculum.
- To be aware of, and develop teaching and learning strategies that meet, the needs of each student. This will involve an awareness of how individual students learn, the use of appropriate language which is clear and precise and by creating a stimulating learning experience.

- To encourage the sharing of good practice by taking part in a programme of classroom observations for all members of the Department each year, as per the Faculty Monitoring Programme.
- To make use of the student data and learning styles of each teaching group provided, to develop appropriate teaching and learning strategies.
- To make full use of any Teaching Assistants so that the teaching and learning of the students in the teaching group is enhanced.
- To carry out and feed back on relevant assessments, as set and designed by the relevant KS leader within the English Faculty.
- To develop an understanding of the aims, objectives and key skills development underlying the schemes of work/programmes of study at each level.

5 Efficient and Effective Deployment of Staff and Resources

- To maintain an attractive learning environment and displays of students' work in a designated area.
- To act as a mentor, responsible for the support and guidance of ECTs or Trainees working within the Department as requested.
- To ensure that the reports written by you are detailed, accurate and are available according to the published timetable.
- To be part of a duty team as per duty roster.
- To ensure that the required materials are ready for each lesson.
- To keep the Head of Faculty and the Year Directors informed of all developments within each teaching group and within the Form group.
- To ensure that you carry out your duties and responsibilities under Health and Safety Regulations.
- To show a willingness to work as part of a team.

6 Leading and managing students

- To support the induction of students into each year within the context of a caring Christian community.
- To ensure that students in your teaching groups are aware of the standard of their work and what

they need to do to progress to the next level or grade.

- To ensure that all students are aware of the standards of behaviour expected from them both inside and outside the classroom.
- To monitor the attendance of individual students by checking subject registers on a weekly basis and provide data as required.
- To promote good behaviour among the students you teach and all those you come into contact in line with the school's Behaviour Policy.

7 Quality Assurance

- To assist the Head of Faculty with the process of Self Evaluation of the Faculty according to the published policy.
- To review the standards of teaching and learning throughout the Department on an annual basis and feed the results through to the Head of Faculty.
- To ensure that relevant and differentiated homework is given according to the published timetable.
- To ensure the monitoring and moderation of the marking of students' work for internal and external purposes is carried out as per the Faculty's monitoring programme.
- To ensure that the marking of students' work is in line with the school's common marking policy and Assessment Policy.
- To ensure that students in your teaching groups and throughout the Department are aware of the standard of their work and what they need to do to progress to the next level or grade.
- To ensure that accurate and meaningful records of students' progress are kept across the Department and disseminated to all members of the Department.
- To ensure that the Department keeps accurate and meaningful records of assessments carried out as part of the requirements of the National Curriculum and Examination Board and which are in line with the school's Assessment Policy.
- To ensure that the reports written by the Department are detailed, accurate and are available according to the published timetable.
- To observe colleagues at work to aid their future professional development and to inform

judgements made about the teaching and learning received by the students.

- To assist the Head of the English Faculty to ensure that the published Faculty monitoring programme is carried out.

8 School responsibilities

- To attend all meetings in line with the school's calendar within your allocation of directed time e.g. Faculty, Year Team, Staff meetings, Consultation evenings.
- To ensure that the administration of the Faculty, and the school is carried out efficiently, as laid down in the Staff Handbook and Faculty Handbook.
- To act as a Form Tutor and carry out the functions as described in the document 'The Role of the Form Tutor'.
- To be aware of the professional and legal responsibilities required of a teacher at Bishop Ramsey School.
- To be punctual for classes and duties etc.

9 Other tasks

- To undertake such teaching duties as required by the Executive Head in accordance with teacher regulations currently in force.

PERSON SPECIFICATION

E Essential D Desirable A Assessed by application I Assessed by interview process				
Qualifications and requirements	E	D	A	I
Honours Degree or equivalent	●		●	
Qualified Teacher Status	●		●	
Attendance at relevant Staff Development	●			
Experience	E	D	A	I
A proven record of successful classroom teaching	●			●
Some evidence of interests outside your main teaching area		●	●	●
Experience of teaching across the 11 - 16 age and ability range	●		●	
Experience of teaching across the post 16 age range (A level)	●		●	●
Experience of school responsibilities, which have provided a thorough preparation for this post	●		●	●
Experience of school responsibilities across a range of extra curricular areas		●	●	●
Knowledge and skills	E	D	A	I
Knowledge of current educational issues to promote your development as a classroom teacher	●			●
To be able to use student data effectively to monitor the progress of individual students	●		●	●
A knowledge of Information Technology to carry out the key tasks outlined	●			●
Administrative and time management skills to support the work of the staff	●			●
The ability to communicate effectively with students and adults	●			●
Personal qualities	E	D	A	I
Commitment to the best interests of students	●			●
Willing and able to take responsibility	●		●	●
Enthusiasm and sense of humour	●			●
The ability to motivate, guide and support colleagues		●		
An ability to co-operate with colleagues	●			●
Reliability and integrity	●			●
Special requirements	E	D	A	I
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	●		●	●

APPLICATION AND SELECTION PROCESS

OUR CANDIDATE CHARTER

We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly, and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

OUR COMMITMENT TO YOU

- **Transparency** We will treat you with respect, honesty and fairness.
- **Protecting your privacy** We will ensure your information is secure and handled sensitively.
- **Understanding** You will be given everything you need to make informed decisions.
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential.
- **Feedback** We will provide constructive feedback professionally and promptly.
- **Listening** We welcome feedback and we will act on what you have to share.
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse and inclusive workforce.



WE WANT EVERY CANDIDATE TO HAVE AN INFORMED, ENGAGING AND POSITIVE EXPERIENCE – OUR CANDIDATE CHARTER OUTLINES OUR COMMITMENT TO YOU

SAFER RECRUITMENT IN EDUCATION



Veritas Educational Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

WHAT WE WILL PROVIDE

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Veritas Educational Trust application form.

All applicants will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants will be required to account for any gaps or discrepancies in employment history.

REFERENCES

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;

- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.
- If the referee has any reservations, the Trust/school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

INTERVIEWS

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

PRE-EMPLOYMENT CHECKS

An enhanced DBS check is required for all successful applicants and this should be completed prior to the start of employment with us. This will include checks against barred lists and teacher prohibition lists. Appointees who have spent more than three months outside of the UK since age 18 will additionally be asked to apply for an overseas criminal records check, about which our HR Team will provide advice.

KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

KCSIE asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. If shortlisted, the following information will be asked for: Social media platforms on which you have accounts, account names/handles, websites you are featured in or named on, any other publicly available online information about you of which the school should be made aware of.

VERITAS EDUCATIONAL TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

HOW TO APPLY FOR THIS POSITION



INFORMATION FOR APPLICANTS

CLOSING DATE

The closing date for applications is **10.00am Wednesday 22nd January** with interviews taking place the week beginning Monday 26th January.

APPLICATION FORM

An **Application Form** for the post can be downloaded from the **Work with Us** section of our website. It must be completed in full and applicants should directly address the skills and experience outlined in the person specification. An **Equal Opportunities Monitoring Form** must also be completed and this can be found in the same place. Both should be submitted as detailed in the candidate pack.

Once completed, both forms should be emailed to recruitment@bishopramsey.school

EXPENSES

Veritas Educational Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred.

MORE INFORMATION

For more information about this position, or to have a confidential discussion about the role, please contact Joe Kennedy, Head of HR, on [01895 671082](tel:01895671082) or email jkennedy@bishopramsey.school

We look forward to hearing from you.

BISHOP RAMSEY SCHOOL



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Veritas Educational Trust

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