



# **The West Bridgford School**



**Full Time  
Teacher of English  
(Temporary Post)  
for April 2023  
Application Pack**



Loughborough Road  
West Bridgford  
Nottingham  
NG2 7FA

Tel: 0115 9744488  
Email: [adminoffice@wbs.school](mailto:adminoffice@wbs.school)  
Website: [www.wbs.school](http://www.wbs.school)

**Mr T Peacock** B.Sc (Hons)  
Head Teacher

## The West Bridgford School

18<sup>th</sup> January 2023

Dear Applicant,

### Re: Teacher of English

Thank you for your interest in the above post. The Governors are seeking to appoint a Teacher of English for April 2023 – this is a temporary appointment, Fixed Term until August 23.

Enclosed with this letter are the following:

Copy of the Advertisement  
Department Information  
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon, Monday 30<sup>th</sup> January 2023.

Yours sincerely,

Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM

National Support School  
designated by  
  
National College for  
Teaching & Leadership



## Full Time Teacher of English – Fixed Term

What we are looking for:

- Alignment with our values and ethos. We believe in working together with families and the local community to create an educational culture of life-long learning based on academic excellence and independent thought
- Someone who will foster a safe and respectful learning environment for all students
- A teacher with a passion for their subject who will deliver excellent teaching and learning
- Someone with a passion for CPD who will fully engage with our ongoing Professional Growth programme

What we can offer you:

- A culture of hard work and a genuine desire to achieve embedded in both staff and students
- A whole school commitment to producing the very best teaching & learning
- A constantly evolving bespoke programme of CPD Professional Growth
- A school-wide open door policy, meaning all staff have the opportunity to observe lessons across the entire curriculum
- A highly visible and forward-thinking Leadership Team who support staff, lead innovation, and never compromise on expectations
- A leading Virtual Learning Environment which streamlines administrative tasks including marking, setting homework and data entry
- A centralised approach to assessment & resourcing, giving more time to embed teaching & learning strategies and focus on Professional Growth
- A robust behaviour for learning environment which enables teachers to teach and students to learn
- An opportunity to develop the personal values and habits of your own tutor group, guided by a highly trained, experienced and dedicated pastoral team
- A community of supportive families who help to ensure students leave our school confident, articulate, and culturally aware.

We would welcome applications from both experienced and newly qualified teachers. We are looking for an individual with a commitment to engaging our students' learning through excellent teaching and a passion for their subject.

*As employers, we are committed to safeguarding and promoting the welfare of children and in that regard have appropriate policies and procedures. All staff undertake a criminal record check via the Disclosure and Barring Service (DBS) and interviews will include questions about safeguarding children.*

## The West Bridgford School

Loughborough Road, West Bridgford, Nottingham, NG2 7FA

Head Teacher: Mr T Peacock

Tel: 0115 9744488

Email: [recruitment@emet.uk.com](mailto:recruitment@emet.uk.com)

Secondary Roll: 1749 including 418 in Post-16

Part of the East Midlands Education Trust



### Full Time Teacher of English (Temporary Post)

**FOR APRIL 2023 UNTIL AUGUST 2023**

**Salary dependent on experience: £28,000 to £43,685**

The West Bridgford School has an opportunity for an enthusiastic Teacher of English to teach in all key stages. The person we are seeking will be able to teach in a challenging and inspiring way, skilled in the use of technology to enhance their teaching, and fully committed to helping students achieve high standards of academic success.

We are offering excellent professional development opportunities, the chance to work as part of a team committed to continuous improvement, a positive learning ethos with all abilities of students, and the potential to teach A Level English. This would be suitable for a newly qualified or more experienced teacher, looking to develop their career in an outstanding school.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion. For further information, and an application pack, please visit our web site at [www.emet.academy/vacancies](http://www.emet.academy/vacancies) or email [recruitment@emet.uk.com](mailto:recruitment@emet.uk.com)

Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

**Closing date for applications is at 12-noon, Monday 30<sup>th</sup> January 2023.**

## **The West Bridgford School**

### **ENGLISH DEPARTMENT**

The West Bridgford School English department is a progressive and forward-thinking team which operates within a wider context of traditional values and high expectations. The successful candidate will be skilled in the use of ICT for teaching and learning and be fully committed to helping students achieve high standards of academic success.

At present the English Department consists of fourteen specialist teachers. Leadership within the subject is provided by the Head of Department, two Deputy Heads of Department and an Assistant to the Head of Department. All of our teachers have been provided with laptops and iPads. In addition, there is a central resource area which is easily accessible using Microsoft OneNote.

Teachers in the English department work in a collaborative and supportive environment – the team is collegiate in nature. All teachers are expected to teach students of all ages and abilities in Key Stages 3, 4 and 5. Our aim is to make English as accessible and enjoyable as possible for all of our students through the use of a variety of high quality teaching methods and a broad, engaging and inclusive curriculum.

All Students in Key Stage 3 and 4 get seven one hour English lessons across a fortnight. Year 7 pupils are placed into sets based on ability. Each year the students are allocated to appropriate groups on the basis of key assessments. The students follow a Key Stage 3 scheme based around developing the key skills required for success at GCSE which is completed by the end of year 8. In Year 9 we begin our Key Stage 4 Programme of Study but in such a way as to make the progression between Key Stages supportive and helpful for all children.

In Key Stage 4 pupils enter for two AQA GCSE qualifications: English Language and English Literature. Additional staffing is provided throughout Key Stage 4 to allow personalised intervention and support with targeted groups and students – particularly those who are not yet secure at Grade 4/5 standard.

English is a very popular and successful subject at A level. The department currently offers English Literature, English Language and Media Studies.

If you have any further questions then please do not hesitate to ask using either email or a virtual platform.



## Generic Job Description

<b>Post Title:</b>	<b>TEACHER</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>· To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li> <li>· To monitor and support the overall progress and development of students as a teacher / Form Tutor.</li> <li>· To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>· To contribute to raising standards of student attainment.</li> <li>· To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Reporting to:</b>	Head of Department
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Liaising with:</b>	Head/Deputies, teaching/support staff, LEA representatives, external agencies and parents.
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>· To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.</li> <li>· To contribute to the Curriculum Area and department's development plan and its implementation.</li> <li>· To plan and prepare courses and lessons.</li> <li>· To contribute to the whole school's planning activities.</li> </ul>
<b>Curriculum Provision:</b>	To assist the Head of Department, the Deputy Head Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
<b>Curriculum Development:</b>	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.

<b><u>Staffing</u></b>  <b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>✓ To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>✓ To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>✓ To engage actively in the Performance Management Review process.</li> <li>✓ To ensure the effective/efficient deployment of classroom support</li> <li>✓ To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>✓ To help to implement school quality procedures and to adhere to those.</li> <li>✓ To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>✓ To review from time to time methods of teaching and programmes of work.</li> <li>✓ To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>✓ To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.</li> <li>✓ To complete the relevant documentation to assist in the tracking of students.</li> <li>✓ To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>✓ To communicate effectively with the parents of students as appropriate.</li> <li>✓ Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>✓ To follow agreed policies for communications in the school.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>✓ To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools.</li> <li>✓ To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>✓ To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>✓ To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>✓ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.</li> </ul>

<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> </ul>
	<ul style="list-style-type: none"> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>• To contribute to PSHCE and citizenship and enterprise according to school policy</li> <li>• To apply the Behaviour management systems so that effective learning can take place.</li> <li>• To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of Students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high-quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>



### Other Specific Duties

- ✓ To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- ✓ To support the school in meeting its legal requirements for worship.
- ✓ To promote actively the school's corporate policies.
- ✓ To continue personal development as agreed.
- ✓ To comply with the school's Health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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

