

CANDIDATE BRIEF

TEACHER OF ENGLISH

LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as ECTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email recruitment@qmschool.org.uk or visit our website:- www.queensmeadschool.org.uk

Yours sincerely

Rhona Johnston
Head Teacher

HOW TO APPLY

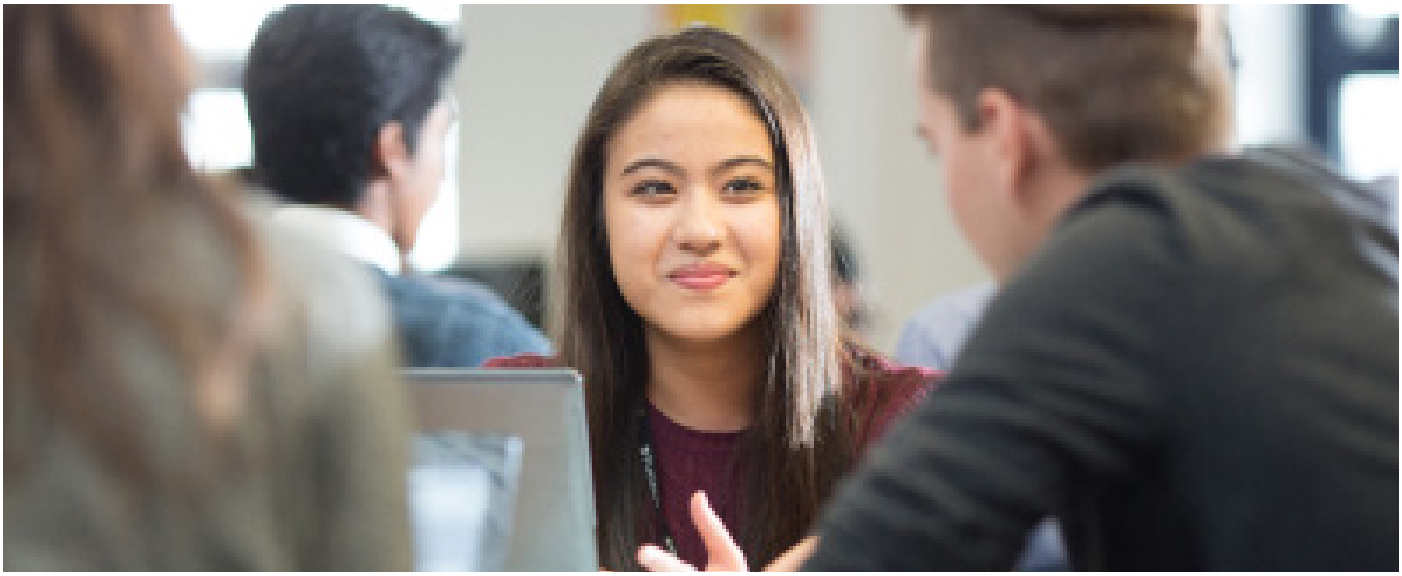


Applications must be received by **9am** on **Monday 4th July 2022**

Please email your completed application form and covering letter for the attention of the Head Teacher to: **recruitment@qmschool.org.uk**

If you have any questions, please email recruitment@qmschool.org.uk

DEPARTMENT OVERVIEW



The English department at Queensmead strives above all to foster a love of English, inspiring students to explore a range of challenging literary and non-literary texts. We have recently revitalised our curriculum in order to encourage a life-long thirst for literature and learning, whilst also nurturing the ability to become discerning, critical and analytical learners, ready for the increasingly complex and linguistic world that we live in.

In the department, there are twelve English specialists, each with a range of teaching and pastoral experiences. Besides the Head of Department and Assistant Head, there are members of staff with additional responsibilities both within the department and on a whole-school basis. Each full time English teacher has their own classroom base, equipped with an interactive whiteboard and visualiser, in addition to the main office with a large work room.

As a department, we pride ourselves on our collaborative culture; we create and share resources with each other, promoting a sense of shared responsibility for the delivery of an innovative and imaginative curriculum for all students. Colleagues are regularly given the opportunity to share good practice as well as having the opportunity to trial new pedagogical approaches, and fostering a supportive atmosphere is a priority for us. We deliver the AQA specifications for both English Language and English Literature at GCSE. For Post-16 students, we offer AQA A level English Literature, AQA A level English Language and are about to embark on an exciting new venture, offering BTEC Media studies as a vocational option. As a department, we continue to achieve excellent outcomes and hope to build upon our successes.

To continue to develop our department, we seek an inspirational, enthusiastic and dedicated Teacher of English. You must be highly-motivated and driven to promote high standards of teaching and learning, with the initiative to share good practice and ideas collaboratively. The ability to communicate effectively with staff, students and parents is also essential.

PERSON SPECIFICATION

Classroom Management

To maintain classroom discipline and help maintain school discipline in accordance with school policy standards and procedures; to arrive promptly at lessons and tutor sessions and dismiss students at the correct times; to keep checks on students' attendance at lessons and follow up absences as appropriate; to liaise with Heads of Department and/or pastoral staff on matters of concern relating to individual students.

Subject Responsibilities

To follow conscientiously, departmental syllabuses and schemes of work for each teaching group; to prepare properly lesson materials and to mark students' work consistent with departmental and school assessment policy; to set and mark homework in accordance with departmental and school policy; to have the highest reasonable expectation of individual student performance; to play a part in organisation and administration.

Recording Student Progress

To keep appropriate records of individual students' work and achievements, consistent with departmental and school policy; to make a proper contribution to the writing of school reports; to complete such National Curriculum assessments as are required.

Pastoral Responsibilities

To teach the pastoral curriculum and to follow conscientiously personal, social and health education syllabuses and schemes of work; to act as counsellor and guide to individual students in the tutor group, both in relation to personal development and specific phases of educational development and transition.

Administration

To carry out efficiently the various necessary administrative functions of the Form Tutor including school requirements in relation to the proper and accurate keeping of registers.

Development Aspects

To play a part in the development of departmental, curriculum development group and year team meetings as appropriate; to seek to identify personal staff development and INSET needs and ensure that these are discussed with Head of Department/senior pastoral staff.

Appraisal/Performance Management

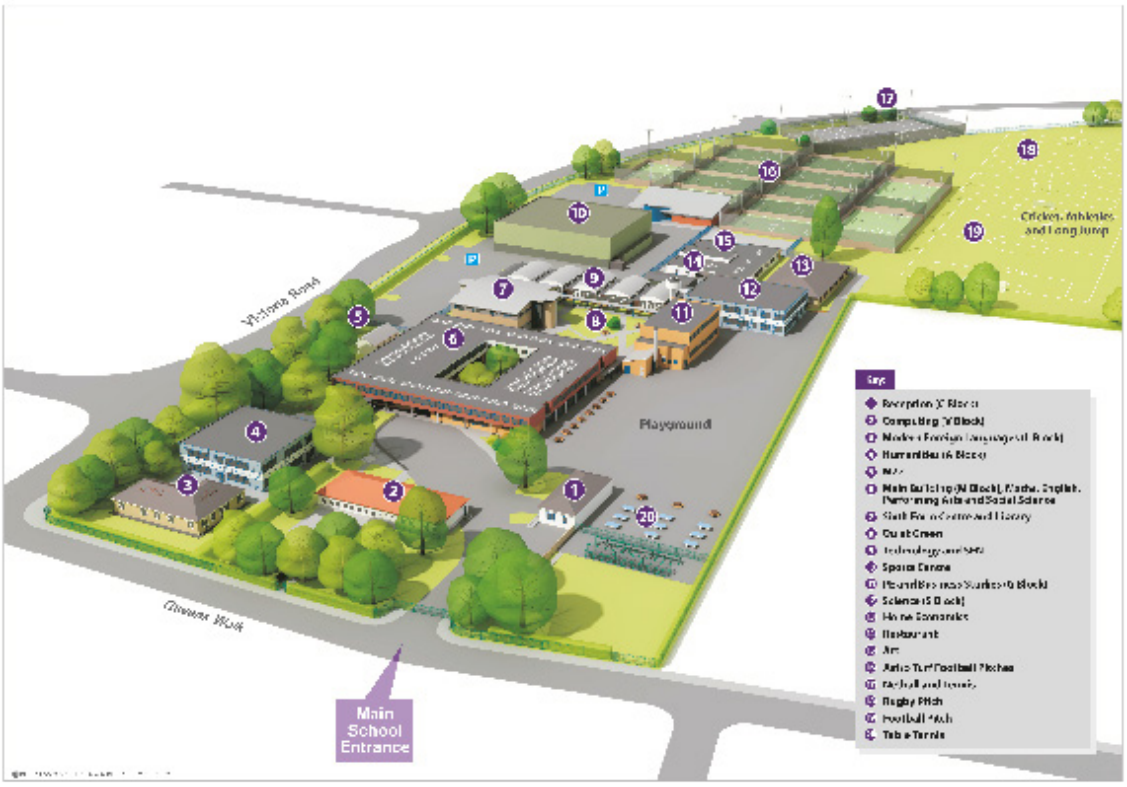
To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.

Health and Safety

To ensure that practice is, in all respects consistent with the requirements of Queensmead Health and Safety at Work policy as well as with any subject specific health and safety guidelines.

QUEENSMEAD

excellence through learning



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