



Our Ref: NM/KW/LHH
April 2021

Dear Colleague

Thank you for your interest in the permanent, full time post of Teacher of English. This is a major opportunity for the right candidate to make a real impact. You would be joining a well run department and a motivated and dedicated team of professionals who make a significant contribution to the school's continuing success, both academically and pastorally.

Christopher Whitehead Language College is an 11-18 school 'in pursuit of excellence' in all areas of its community's life. It is a fabulous, vibrant oversubscribed Worcester City school that opened its sixth form in September 2015. Near to the cricket ground, on the west bank of the River Severn in Worcester, it is a larger than average, inclusive and community-focused comprehensive school with approximately 1,450 students. In the last five years, the school has enjoyed a huge rise in popularity amongst the local community.

In our latest 2018 Ofsted inspection, personal development, behaviour and welfare was judged as 'Outstanding'. We were delighted to be re-awarded the prestigious Inclusion Quality Mark Centre of Excellence in June 2019. The school has 178 students on the AN register and 186 students on the SEN register. Our provision for AN, SEN and EAL has been described by the last three Ofsted inspections as 'outstanding' and we are the lead school for EAL in the county.

In the additional pages, I have included:

- Job description
- Person specification
- Departmental overview

Please also read our privacy notice for job applicants (separate document).

I would obviously encourage you to read our Ofsted report in detail and visit our informative website at www.christopherwhitehead.co.uk to develop an understanding of our ethos. You may like to visit my blog too at www.neilmorriscwlc.wordpress.com

If you wish to apply, please complete the application form and include a letter detailing your aspirations and stating how you would make a difference in the classroom. Please email your completed form to recruitment@cwlc.email. **Please do not enclose a CV.**

The deadline for receipt of applications is 10.00am Thursday 22nd April 2021. Interviews will be held on Friday 30th April 2021.

Please would you ensure you provide email addresses for your referees and alert them to this fact.

As I will only be contacting short-listed candidates, I would like to thank you for your time and effort, and if unsuccessful, wish you well in your future career.

I look forward to hearing from you.

Yours sincerely

Neil S Morris
Headteacher

Job Description

Post Title:	Generic Class Teacher
Terms & Tenure:	Full Time
Line Manager:	Head of Department (in the first instance)
Staff Supervised:	None

Purpose of the Role

A teacher with a suitable teaching qualification, who teaches classes in Years 7 – 13, with responsibility for the preparation and delivery of a two weekly timetable of lessons as determined by the Headteacher.

The job description should be read alongside the range of professional duties as set out in the DfE Teachers' Standards document. All staff need to have regard for their personal and professional conduct defined in the Teachers' Standards and have proper regard for Christopher Whitehead's ethos as a tolerant, inclusive, multi-faith school where staff and students follow the mission statement 'In pursuit of excellence' in all that they do.

Main Duties – Teaching and Managing Student Learning

- The teacher provides well planned lessons suitable to the learners' experience, ability and following the Department agreed scheme of work.
- The teacher provides a learning environment that is safe, inspiring and conducive to the students' learning needs.
- The teacher assists all students in the development of citizenship, responsibility and demonstrating ethical values and basic communication skills.
- The teacher provides, whenever possible, appropriate individual and small group instruction in order to adapt the curriculum to the needs of the students with varying intellectual abilities, attitudes, and cultural backgrounds.
- The teacher adapts their teaching to respond to the strengths and needs of all.
- The teacher establishes and maintains standards of student behaviour needed to provide an orderly and productive classroom environment, with lesson by lesson registration that ensures monitoring of attendance can be maintained.
- The teacher regularly evaluates each student's development in the course being taught, prepares progress reports and reports grades as required by the school procedure.
- The teacher gives regular, constructive feedback, both orally and through accurate, diagnostic marking that follows the school's policy.
- The teacher is able to teach effectively remotely, this includes knowledge of how to use Google Classroom and provide appropriate remote feedback.
- The teacher ensures homework is set/recorded by the students and regular feedback is provided to students as agreed by the Department policy.
- The teacher ensures that student reports follow the school format, are error free, on time and individualised.
- The teacher makes a positive contribution to the ethos of the school, forming effective, professional relationships with colleagues.

Other Duties and Responsibilities

- Aids in selection and requisition of books, instructional aides, supplies and has responsibility for ensuring the stock is maintained in a satisfactory state;
- Communicates with parents and external agencies to further the individual student's progress;

Other Duties and Responsibilities (continued)

- Identifies student needs, and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- Supervises the prompt safety and welfare of students in out-of-classroom activities as equitably assigned.
- Shares in the participation and supervision of approved student activities as equitably assigned;
- Participates in faculty/departmental committees and in curriculum and other developmental programs within the school of assignment and/or on a County level. These may include TED/City Groups or other opportunities to further progress.
- Maintains professional appearance and attitude.
- Meets assigned classes, attends committee meetings, faculty meetings and school appointments in a punctual professional manner.
- Maintains accurate records and provides reports to students, parents and/or administration as required by his assignment.
- Cooperates with other staff members and the administration for the general welfare of the students, parents, school, administration, and the community.
- Maintains a professional relationship with students, staff members, parents and the community.
- Participates in the evaluation of the total school programme.
- Assists in planning and coordinating the work of learning support assistants and support staff who are under his/her direct supervision.
- Must be aware of cultural and ethnic groups.
- Expected to promote correct standard of uniform when dealing directly with students.

General and review

To understand and be prepared to support the ethos of the school by:

- Promoting good relationships with students, parents, colleagues, governors, LA and agency staff and visitors to the school;
- Promoting high standards of student behaviour inside the classroom and around the school generally, following the school's behaviour policy;
- Promoting high standards of personal presentation and conduct, including being punctual and using social network media appropriately;
- Completing training in the relevant areas to meet all safeguarding and health and safety standards as advised by CWLC and government policy in a timely manner.
- Being aware of all matters of health and safety related to the working environment.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time after consultation.

Christopher Whitehead Language College and Sixth Form has a strong commitment to achieving equality of opportunities in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Christopher Whitehead Language College and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Teacher of English	Essential	Desirable	Evidenced (Application Form, Interview, References)
Qualifications and Training			
DfE recognised Qualified Teacher Status	✓		A
Appropriate degree	✓		A, I
Evidence of recent and relevant professional development		✓	A
Experience			
Successful teaching experience of English to GCSE and A-level groups (including teaching practice)	✓		A, R
Skills and Abilities			
Commitment to working as part of a team, including the sharing of successful teaching and learning strategies	✓		A, I, R
Contributing to the development of the department's curriculum and resources	✓		A, I, R
Ability to teach good or outstanding lessons	✓		A, I, R
Strong classroom management skills	✓		A, I, R
Effective communication skills	✓		A, I, R
Ability to use innovative and interactive teaching methods	✓		A, I, R
Uses ICT as an innovative tool for learning	✓		A, I, R
Contribute to the improvement and implementation of assessment for learning within the department	✓		A, I, R
Other Factors			
Mark work regularly and set achievable and aspirational targets for students	✓		A, I, R
Demonstrate enthusiasm for and enjoyment of teaching	✓		A, I, R
Willingness and ability to play a key role in delivering extra-curricular activities for students	✓		A, I, R
A passion for helping young people to develop their understanding and experiences to reach their full potential	✓		I, R
Well organised with good time management skills	✓		I, R
Meets tight deadlines with attention to detail	✓		I, R
High degree of personal integrity	✓		A, I, R
Hardworking, energetic and cheerful	✓		I
Excellent attendance record	✓		R
A thorough understanding of a teacher's role in safeguarding young people	✓		A, I, R

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.

Departmental Overview

English

The English Department at Christopher Whitehead Language College & Sixth Form consists of a team of 12 English specialists. Within the department there are four teachers with responsibilities: the Head of Department, Second in English and KS4 Coordinator, KS5 Coordinator and KS3 Coordinator. We also work very closely with the Additional Needs Department and benefit from the support of dedicated Learning Support Assistants for the department, including a specialist in the teaching of reading.

The department has a suite of rooms which are mostly situated along one corridor. This allows us to support each other and to work closely together. The English teaching rooms are all equipped with projectors, whiteboards and stand-alone networked computers. We are a supportive and hard-working department, which communicates well, both formally and informally. Our ethos is that every child deserves to be given the opportunity to reach their full potential and therefore we like to use meetings to disseminate good practice. We also regularly share resources and ideas and welcome new and exciting ideas; as teachers we feel that reflecting on our practice and developing our curriculum to ensure that it meets the needs of the students is a vital part of what makes us a successful department.

We are very much focussed on the standards that students are expected to meet and are constantly refining our curriculum to ensure that our students are equipped to meet those challenges. Our GCSE results are consistently above the national average; this is something we are proud of. We follow AQA specifications for English Language and English Literature GCSE. Our results in Literature are also consistently excellent. At A level we offer AQA English Literature and WJEC English Language and Literature and Film Studies.

The students are taught in broad banded groups and on two bands. Behaviour in the classrooms and on the corridors has been consistently graded as outstanding by three OFSTED inspections in a row and as a result Christopher Whitehead is a school where it is a pleasure to teach.

If you would like to know more, please do not hesitate to contact the Head of English, Mrs Karen Cunningham (k.cunningham@cwlc.email).