



**MONK'S WALK**  
**SCHOOL**

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**Teacher of English – maternity cover**

**Candidate Information Pack**

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**'Excellence for All'**

## This post

We are seeking an enthusiastic colleague to join us as an English teacher. This is a full-time maternity cover from January 2022 until December 2022 in the first instance. The current postholder teaches a range of classes including GCSE and A Level English.

Closing date for applications: **noon on Tuesday 19 October 2021**

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### Key facts about Monk's Walk School

#### All Ability

For students aged 11-18 of all abilities. Over 1380 students

#### Popular and oversubscribed

690 applications for 236 places in Y7. 96% of parents say they would recommend the school (Parent survey June 2021)

#### Strong ethos

Inclusive ethos with focus on mutual respect and good behaviour. We aim for our students to be co-operative, courteous and kind.

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#### Academically successful

Great outcomes at both GCSE and A Level.

#### Broad Curriculum

24 courses delivered at GCSE and 26 at A Level, including Physics, Chemistry and Biology

#### Broad extra-curricular programme

A wide programme of activities, trips and visits

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#### Popular sixth form

252 in the sixth form and a member of the Welwyn Hatfield consortium.

#### Strong focus on wellbeing

For both staff and students. 98% of staff say they enjoy working at MWS (Staff Survey July 2021)

#### Strong focus on staff development

We are committed to staff development including Initial Teacher and Early Career Framework training.

# Our school

*2019 exam results are given as an illustration rather than the centre assessed grades awarded in 2020 and 2021*

We are a mixed school of about 1,380 11-18 year old students in Welwyn Garden City, a Hertfordshire new town on the outskirts of London. Transport links are superb – direct rail links to London in less than 30 minutes; M1, A1(M), M11 and M25 all minutes away. WGC is a pleasant place to live – it even has John Lewis! The school is situated in a greenbelt area in the prosperous northwest corner of the city. Our grounds are magnificent and the view from the school is lovely. In September 2020 we opened a new teaching block to replace one of the more rundown ones.

Monk's Walk is a genuinely comprehensive school, although the intake profile is changing – the prior attainment of students coming into the school is rising. The number of students with learning challenges is below the national average, with 11.6% supported at school action plus or with an Education and Healthcare Plan (EHCP). Our support for students with SEND is a real strength of the school.

We have a small number of blind or partially sighted students who receive specialist support. We also work very closely with Knightsfield School, a special school for deaf children on our campus.



Parental confidence in the school is high; there were 690 applications for 236 places in Year 7 for September 2021, with 200 of those as first preference. Each year we hear appeals for students wishing to join the school.

The school has an extremely effective behaviour policy and in general behaviour is very good indeed. Our students want to learn and our parents are, on the whole, extremely supportive. Attendance is high. Our aim is for our students to be co-operative, courteous and kind.

There is a genuine 'buzz' around the school and we have a very strong reputation in the city. In February 2018, the school was judged once again by Ofsted to be 'good' - please read the inspection letter which can be found on our website (or on Ofsted's) should you wish to apply. We were really pleased with the comments made by inspectors.

GCSE exam results in 2019 were strong. In the basics, 47% of students gained a strong pass in English and Maths and 76% a standard pass. This puts us well above the national average. Our attainment 8 was 52.5 and progress 8 +0.11. Results in English at GCSE and A Level are very good indeed.

In terms of progress, disadvantaged and SEN students do better in the school than they do nationally. BAME students attain very well and have good progress, as do each of the ability groups. Girls' and boys' attainment until 2019 had been exactly the same, in 2019 boys fell

behind a bit so we are working on that. We pride ourselves on the fact that Monk's Walk is an inclusive school.

The school has about 252 in the sixth form and this is the largest sixth form the school has ever had. We are also a member of a consortium with four other schools which provides a wide range of opportunities for students. Monk's Walk has the largest sixth form of the five schools and currently we have 74 guest students in Year 12 and 65 in Year 13. At Monk's Walk we concentrate on providing A Level only (with the exception of iMedia), with decent numbers of students studying the facilitating subjects. Vocational programmes can be taken at Oaklands College or in other consortium schools.

Sixth form results are good and improving, but our ambition is for them to be even better. In 2019 our average point score per entry was 34.09, above national. We are very proud of the destinations of our sixth form students. In 2021 all students who applied made it to their first or second choice university, high quality apprenticeship or employment. Students access a range of universities, including six to Cambridge in 2021.



We do not pursue academic achievement at the expense of the wider development of the individual, however. Form tutors, heads of year and heads of house all have important roles in the social, personal and academic support of individuals. Our house system is strong, providing a range of all-ability competitions and activities for mixed age groups. Recently we have become the first school in the country to have a recycling machine with the credit going as house points. All members of staff are allocated a house, except me who has to try to stay impartial of course.

Unfortunately, some schools are making cuts in creative subjects such as Art, Music, Drama and PE and even some DT specialisms. At Monk's Walk, these subjects are strong as we see these areas providing important learning opportunities for our students. All of these subjects are running at GCSE and A Level.

We have a full orchestra (as well as other musical groups), thriving Art, Music, PE and Sport and an outstanding Drama department. Members of other departments involve themselves in extra-curricular activities in Music, Sport and Drama.

Knightsfield School (a special school for deaf children) is co-located with Monk's Walk School. We have an outstanding partnership arrangement; at key stage 3 Knightsfield students join classes in Art. A few students are also integrated into GCSE groups. Knightsfield students join ours for lunch every day in our canteen in B Block. One of our music teachers teaches at the school.

The school became an academy in September 2012. The decision to convert was purely pragmatic and trustees have no intention to make changes to teachers' pay and conditions beyond those made as part of national agreements.

Induction, training and continuing professional development have a very high priority in the school. All staff have an induction programme on joining the school.



# Safeguarding at Monk's Walk

Safeguarding at Monk's Walk takes precedence over any other activity in the school. It's vitally important to us that students feel safe in school so they can learn and thrive. As part of the recruitment process, we will ask about safeguarding students and obviously questions about candidates' suitability to act as tutor. References will be sought and an enhanced criminal records check will be undertaken for this position.

## The English Department

The English department is one of our leading departments. I am incredibly proud of the work of the department and the results are testament to the talent, hard work and commitment of our English teachers. The department delivers both English Literature and Media at A level. The department has a history of good exam results that fall above national averages.

The English department is a strong team with a wealth of experience, knowledge and expertise. There are currently seven full time members of staff and three part time. The team is hardworking, innovative and always looking at ways of improving the delivery of the curriculum whilst raising pupil achievement. Our teachers are highly passionate and are always keen to share this enthusiasm with the students and encourage students to love the subject as much as they do. The team is very friendly, approachable and they work very closely to support each other.

At key stage 3, the year is organised into several diverse units of work with a clear long term plan that covers reading, writing and speaking skills. Schemes of work are fully resourced and are updated regularly in order to maintain students' interest. All classes are set by ability from Year 7. The key stage is currently led by Natasha Turner who has been in post for several years.

At key stage 4 students are set using their Year 9 Progress Levels and their end of year exam. Schemes and texts taught at key stage 4 reflect both students' interest and academic ability. All schemes of work are fully resourced and are updated regularly. All students sit both the English Language GCSE and the English Literature GCSE following the AQA specification. The department also offers additional revision sessions for students in Year 11, throughout the year. These are well received and highly popular with students.

English Literature is popular choice at key stage 5. Students study the Edexcel specification and enjoy reading a wide range of texts. Media Studies A-level follows the Eduqas specification and is an increasingly popular and exciting option for our students. Key stage 5 is led by Josie Rochford, who is also currently the second in department.

The department has a large English office with plenty of space to work. The school library is located close to all English rooms and also boasts excellent ICT facilities. Most teachers have their own teaching room and display area. All classrooms have projectors and visualisers and several of the classrooms have recently been redecorated.

# Job description

**Post Title:** Teacher of English, full-time, maternity leave from January 2022 to December 2022  
**Job Grade:** Teachers' Pay Scale  
**Responsible to:** Rebecca Griffiths, Head of English

## Job Purpose

- To ensure that students fulfil their potential in the classes you teach
- To support the school in keeping all students safe
- To oversee pastoral care and support the progress of your tutor group
- To contribute to the effectiveness of the teams in which you work (departmental, year group, house)
- To support the school's aim of providing an enjoyable educational experience for its students.

## PRINCIPAL ACCOUNTABILITIES:

### Planning, Teaching and Class Management

- To prepare and teach lessons of a high standard so your students make expected or above expected progress
- To follow designated programmes of study
- To set prep in line with school and departmental policy
- To ensure that your students' behaviour is conducive to learning.

### Monitoring, Assessment, Recording, Reporting

- To follow designated programmes of study, carry out all assessments and marking, recording, reporting and target setting in line with departmental and school policy.

### Pastoral Duties

- At all times ensure that your students are subscribing to school policies in terms of behaviour, appearance, academic work and social interaction and follow the guidelines given in the staff handbook if any pupil is infringing these policies
- To adhere to the school's requirements on safeguarding at all times.

### Other Professional Requirements

- Work as a team member within the department, sharing ideas and resources and asking for guidance and help from fellow teachers when necessary
- Participate in all CPD activities that will improve your professional performance
- Take part in the school's appraisal process and enter into a professional discussion with your line manager about your strengths as a teacher and any areas which are in need of improvement
- Address any areas of weaker performance, taking advice from your line manager and actively engaging in any actions that might be suggested
- To maintain, at all times, the reputation of this great profession and of the school.

### Resource Management

- To take a shared responsibility to ensure the accommodation in which teaching takes place is vibrant and conducive to learning
- To ensure that all department resources used are kept in good order and any defects are quickly reported to the Head of Department.

This job description sets out the duties of the post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

**Monk's Walk is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. A Disclosure and Barring service check will be sought as part of the school's pre-employment checks. If you are invited to an interview, you will receive more information.**

## Person specification

### 1. Educational Qualifications/Training

- Honours Degree in a English specialism
- DfE recognised Qualified Teacher Status
- A portfolio of training and continuing professional development
- Successful school-based training in secondary age range

### 2. Professional Experience

- Ability to teach at key stages 4 and 5 (D)
- Proven track record in raising standards of student achievement

### 3. Professional Knowledge and Understanding

The successful applicant will need to demonstrate knowledge and understanding of:

- Safeguarding students
- Effective practice and approaches to teaching, learning and assessment in a tutoring context
- Current educational trends and thinking
- Current developments in teaching subject
- Effective use of ICT in teaching
- Strategies for motivating and inspiring students

### 4. Personal Qualities and Skills

Ideally, we are looking for someone who:

- Is sympathetic to the pastoral and safeguarding needs of students
- Can work as part of a team
- Is resilient and optimistic
- Is abundantly energetic, creative and enthusiastic
- Is co-operative, flexible and responsible
- Is reliable, well organised and committed to high standards
- Is able to contribute to the staff community
- Is patient and has a fantastic sense of humour
- Has a life outside of school

That's all!

## Your role in our future

Monk's Walk School is a thriving, vibrant, learning community where our aim is to bring the best out of everyone. It is a very good school and like most good schools, we know we need to keep on improving to provide the best for our students.

I hope this information has given you a flavour of our school. Please read the Ofsted report and visit our website and Facebook page – Monk's Walk School Official - for more information. If you feel you can contribute to the high standards of teaching and learning in English and would like to join us, then please apply.

## How to apply

I really hope the information we have provided makes you want to apply to join us. If you would like to discuss the position or visit the school before applying please contact Matt Grinyer, Deputy Headteacher. Matt is the SLT member with line management responsibility for English. His email is [magriny@monkswalk.herts.sch.uk](mailto:magriny@monkswalk.herts.sch.uk) or he can be contacted by phone at the school.

Please apply using the application form on our website. You should also write a letter of application. In your letter of application, please can you explain how you demonstrate that you fulfil the requirements of points 2, 3 and 4 on the person specification (page 7 in this pack). Shortlisted candidates are likely to be able to show how their work has impacted on students' achievements, experiences or attitudes – all in about two sides of A4! I am interested in appointing someone who is, or has the potential to be, a highly effective practitioner.

The deadline for us to receive your application is **noon on Tuesday 19 October**. Please e-mail your application to: [recruitment@monkswalk.herts.sch.uk](mailto:recruitment@monkswalk.herts.sch.uk), marked for my attention.

We look forward to hearing from you.

## What happens next

We will shortlist for this post and then we will contact shortlisted candidates by telephone or e-mail to invite them for interview. We will ask referees of shortlisted candidates to complete our reference form, a copy of which can be found on our website for your reference.

Kate Smith  
Headteacher  
September 2021