

Recruitment Information Pack

TEACHER OF ENGLISH



**Highdown School &  
Sixth Form Centre**

Job Advert .....	3
Job Description.....	4
Person Specification .....	5
Recruitment Process .....	6
About Highdown .....	7
Highdown Life .....	8
Testimonials .....	9
Benefits .....	10
How To Find Us.....	11



# Job advert



**HIGHDOWN SCHOOL  
AND SIXTH FORM  
CENTRE**



1560 on roll  
11-18 mixed comprehensive  
Acting Headteacher:  
Mr M Grantham

## **TEACHER OF ENGLISH**

Salary: Main Scale, Full time/Part time  
**Required for September 2025**

Highdown School and Sixth Form Centre is a very popular, oversubscribed and successful school set in 28 acres of parkland in Caversham to the north of Reading.

We are looking for an outstanding, passionate and dynamic practitioner to join our highly successful and well-resourced English department of 12 staff. This post would be suitable for either an ECT or an experienced teacher. A willingness to teach across all years and abilities is essential.

You should be a highly motivated and successful individual who is willing to contribute to all aspects of the school vision and the many enrichment activities that the department offers.

### **Why Highdown School?**

- We are a Good School with many outstanding features which continues to rapidly improve
- We are committed to staff professional learning and leadership development for all staff, at all levels
- We provide highly regarded ECT induction and Coaching for Excellence programmes
- We have adopted a 'Fair Workload Charter'
- Staff benefit from being members of the PiXL Club and the Princes Teaching Institute
- Staff have subsidised access to Highdown Sport and Leisure facilities

**We are on a journey to becoming a 'regional centre of excellence'. Why not join us?**

**Closing Date: Applications considered on receipt**

**To apply, please go to the following link: <https://www.eteach.com/careers/highdown-reading/>**

Highdown School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. We are also trained in safer recruitment and the successful applicant will be subject to an enhanced DBS check and a 'Prohibition from Teaching' check. As part of our safeguarding procedures, candidates will also be subject to an online record search.



[office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk)



0118 901 5800



[www.highdown.reading.sch.uk](http://www.highdown.reading.sch.uk)

Highdown School and Sixth Form Centre, Surley Row, Emmer Green, Reading, RG4 8LR



<b>Position: Subject Teacher</b>
<b>Core purpose</b>
The primary responsibility of a subject teacher is to ensure that all students receive an exceptional level of education, and progress to their maximum potential. The objectives are to secure consistently high standards of learning, continual student development and ensure each student has a positive attitude towards not only their personal education but the school as a whole.
<b>Key accountabilities</b>
<b>Main duties</b>
<p>Teach students in years 7 to 13.</p> <p>To deliver lessons which enrich and engage all students taught.</p> <p>Teach other subjects as required.</p> <p>Plan lessons carefully, having regard to the schemes of work and faculty practice.</p> <p>Cover for absent colleagues within the 'rarely cover' parameters within which we work.</p> <p>Work as a full member of the designated faculty team, working with others to promote good practice in the faculty, to create teaching resources and to develop consistent approaches.</p> <p>Assess student work to monitor and evaluate progress, set targets and advise lesson preparation.</p> <p>To drive attainment and progress for all students taught, setting targets, tracking progress and intervening where appropriate.</p>
<b>Planning and classroom management</b>
<p>Teach allocated students by planning your teaching to achieve progression of learning.</p> <p>Identifying clear teaching objectives and specifying how they will be taught and assessed.</p> <p>Setting tasks which challenge students and ensure high levels of interest.</p> <p>Setting appropriate and demanding expectations.</p> <p>Setting clear targets, building on prior attainment.</p> <p>Identifying SEN or very able students.</p> <p>Provide clear structures for lessons maintaining pace, motivation and challenge.</p> <p>Make effective use of assessment and ensure coverage of programmes of study.</p> <p>Ensure effective teaching and best use of available time.</p> <p>Monitor and intervene to ensure sound learning and behaviour management.</p> <p>Use effective questioning, listen carefully to students and give attention to errors and misconceptions.</p> <p>Select appropriate learning resources and develop study skills through library, ICT and other sources.</p> <p>Ensure students acquire and consolidate knowledge, skills and understanding appropriately.</p> <p>Evaluate own teaching critically to improve effectiveness.</p> <p>Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.</p>
<b>Monitoring, assessment, reporting and recording</b>
<p>Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.</p> <p>To meet and discuss as required, students' performance progress and attainment with parents and or carers.</p> <p>Mark and monitor students' work and set targets for progress.</p> <p>Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which each student is achieving.</p>



<b>Other professional requirements</b>
<p>Have a working knowledge of teachers' professional duties and legal liabilities.</p> <p>To be aware of national developments in education and curriculum area.</p> <p>To abide by the teacher professional standards and carry out duties as required by STPCD.</p> <p>Operate at all times within the stated policies and practices of GLF Schools.</p> <p>Establish effective working relationships and act as an exemplar role model.</p> <p>Endeavour to give every child the opportunity to reach their potential and meet high expectations.</p> <p>Contribute to the school through effective participation in meetings and management systems necessary to coordinate the management of the school.</p> <p>Take responsibility for your own professional development and duties in relation to school policies and practices.</p> <p>Liaise effectively with parents, governors and external professionals.</p> <p>Take on any additional responsibilities which might from time to time be determined.</p> <p>Participating in INSET in order to keep abreast of development.</p>
<b>Main responsibilities as a Form Tutor</b>
<p>Being aware of the strengths and needs of each student.</p> <p>Undertaking regular tutor reviews to monitor and providing appropriate advice and guidance on individual student's progress in respect to attendance, homework, behaviour management and acceptable standards of conduct and appearance.</p> <p>Promoting high standards of student behaviour and attitudes to work.</p> <p>Communicating effectively with staff and parents.</p> <p>Completing administrative tasks as required.</p> <p>Attending tutor meetings.</p>
<b>Accountable to</b>
<p>Head of Faculty with direction from the Key Stage Coordinators; Head of House for tutor duties.</p> <p>GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.</p>
<b>Safeguarding</b>
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>

# Person Specification



<b>Position: Subject Teacher</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Qualified Teacher Status	✓	
Good honours degree	✓	
Evidence of commitment to continuing professional development	✓	
Evidence of further study		✓
<b>Experience</b>		
Teaching of subject to students at KS3 and KS4	✓	
Experience of teaching post-16		✓
Developing and maintaining good relationships with colleagues and students	✓	
Involvement in extra-curricular activities	✓	
Commitment to raising the achievement of all students of all abilities	✓	
Experience of preparing students for GCSE	✓	
Experience of preparing students for AS and A2 modules		✓
Using ICT to support learning and teaching	✓	
Supporting improvements in teaching and learning	✓	
Using data to inform planning and future developments	✓	
Monitoring, evaluation and review to support improvements/improved outcomes	✓	
A successful track record of improving performance outcomes	✓	
<b>Personal attributes</b>		
Values aligned with the school's mission statement and GLF Schools core values	✓	
Positive, enthusiastic outlook, embracing risk and innovation	✓	
Self-motivated and well organised	✓	
Encourages ideas, initiative and innovation in others	✓	
Highly motivated showing resilience, stamina and reliability under pressure	✓	
Inspires respects and confidence	✓	
Reflective and keen to develop yourself and others	✓	
Ability to communicate effectively	✓	
The ability to maintain and form appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the GLF Staff Code of Conduct	✓	
<b>Safeguarding</b>		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		

# Recruitment Process

## Safer recruitment

Highdown School and Sixth Form Centre is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS clearance, a 'Prohibition from Teaching' check, and satisfactory employment references. As part of our safeguarding procedures, candidates will also be subject to an online record search.

Interview panel members are trained in safer recruitment processes.

## Diversity

We welcome applications from under-represented groups including ethnicity, gender, identity, age, disability, sexual orientation or religion.

## Application form

All interested applicants should complete a Highdown School application form via our website. Please click [here](#) for our application form. Please submit your completed application via email to Miss Burns, Headteacher's PA at: [hnb@highdown.reading.sch.uk](mailto:hnb@highdown.reading.sch.uk). Please also complete and return a '[Declaration of Convictions](#)' form with your application.

## Closing date

Please see individual [job advert](#).

## Short-listing

Short-listing will take place shortly after the closing date. Those successful short-listed to attend an interview will be contacted via email or phone. Where possible, we try to publish the interview date on the advert.

Unfortunately, due to the volume of applications we will only be able to respond to candidates who have been short-listed.

## References

All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current/most recent employer. If you are successfully short-listed to attend an interview we will contact your named referees to provide a reference prior to interview.

## Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written 'Offer of Employment' letter. All offers are subject to enhanced DBS clearance, a 'Prohibition from Teaching' check, and satisfactory employment references.

## Unsuccessful candidates

Unsuccessful candidates will be notified by telephone.

## Data protection

Please see our Policy Statement [here](#) for further details.

# About Highdown



## About us

Highdown was established as a comprehensive school in 1971. Currently we have in the region of 1500 students on roll from 11 to 18 years of age. The school includes three Grade II listed buildings within its 28 acre grounds.

Highdown School and Sixth Form Centre is a thriving school where all students are challenged to reach excellence every day. These pages will tell you more about the school community and the opportunities available for our students.

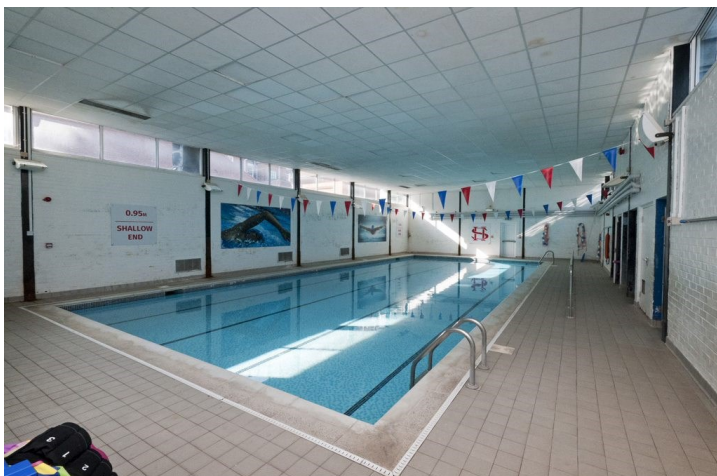
## Highdown Community

Highdown has a supportive community.

Students are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact.

Highdown enhances its experiences with the local primary schools as well as the local residents of Emmer Green.

Highdown frequently explores activities and events in order to get the community involved and to help the community around us.



## Facilities

Highdown School offers a large range of facilities from general purpose classrooms to sports and leisure facilities.

Click [here](#) to find out more about our facilities.



## Highdown Life



Working at Highdown is a pleasure. What sets it apart from other local schools is the sense of community Highdown provides to Emmer Green. Colleagues at Highdown enjoy excellent benefits, unrivalled teaching resources and equipment, mentoring, colleague support as well as opportunities for professional development and promotions.

Members of staff at Highdown work extremely hard as members of aspirational, respectful and excellent teams. Be it a warm welcome, fresh fruit and our own Café, thoughtful touches make a difference and teachers and members of the support team feel cared for.



Colleagues across Highdown collaborate frequently with one another, exchange ideas for best practice, develop knowledge and skills and devise new ways of teaching and supporting our students. Everyone learns from one another.

## Testimonials

*" I have learnt and developed hugely in my time at Highdown and have been fortunate to work with many of the leadership team which has helped shape and prepare me for a leadership role I will now take on. "*

Colleague



*"I just wanted to congratulate you and your team for the very good Ofsted report and also for the excellent GCSE / A level results....*

*All excellent."*

*"It continues to be a very tough and emotional year for all of our young people and for everyone working in the school. I cannot do anything other than to say I am so grateful for all that you are doing for them."*

Parent

*"I wanted to write to highlight the excellent behaviour I have observed among your pupils on their way to school. I am a Caversham resident and usually run three mornings a week. I regularly pass Highdown pupils on their way to school. When I have stepped aside to allow pupils to pass and to maintain a social distance, I have almost always been the recipient of a 'thank you'. Likewise, pupils have politely stepped aside to allow me to pass. I was extremely impressed with both the politeness and understanding of the importance of social distancing observed by your pupils. A credit to your school – well done! "*

Local Resident



*"Highdown makes school life as good as it could be"*

Student

# Benefits



## JPL Programmes

We offer professional learning programmes for staff at all levels.



## Tea and Coffee

Complementary tea and coffee available in our staff room. Fruit provided on Mondays.



## Subsidised Gym Membership

Our on-site Sports centre has discounted prices for all staff with access to gym and pool.



## Fair Workload Charter

Taking care of your wellbeing in line with your workload.



## Employee Assistance Programme

Confidential independent support service available to staff when you most need it.



## Access to Occupational Health

A range of services including medical advice related to work issues and health assessments.



## Promotions

Internal opportunities for personal and leadership development and professional challenge.



## Free Parking

Free car parking is available on site.



## Performance Management

Supporting the professional development of all staff.



## Teacher Pension Scheme

Membership of the contributory Teachers Pension Scheme



## Berkshire Pension Scheme for Support Staff

Membership of the contributory Pension Scheme for support staff.



## Admission

Admission priority for children of staff



## Professional Development

Strong commitment to support professional development.



## Access to Café 6

Café 6 is open for staff and Sixth Formers only, to buy subsidised snacks, drinks and lunches.

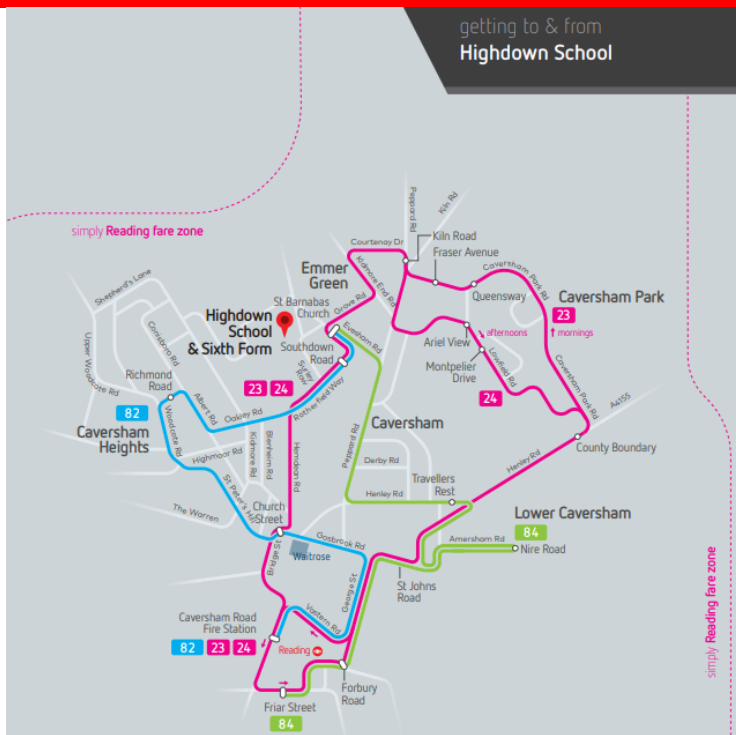
# How To Find Us

**Highdown's Location** | We are located in Emmer Green, Caversham on the outskirts of Reading, Berkshire, England.

**By car** | We are about a 10 minute drive from Reading town centre and a 20 minute drive from the M4 motorway. From Reading follow over Caversham Bridge, left to Hemdean Road, right onto Rotherfield Way, left up Surley Row hill. The school is at the top of the hill on the left.

**By bus** | The School and the community of Emmer Green is served by local bus services **23, 24, 82** and **84** (operated by [Reading Buses](#))

**By train** | Our nearest rail links are at [Reading Station](#), which is about 2 miles from the School.



Click [here](#) to find out the best way to get to us.



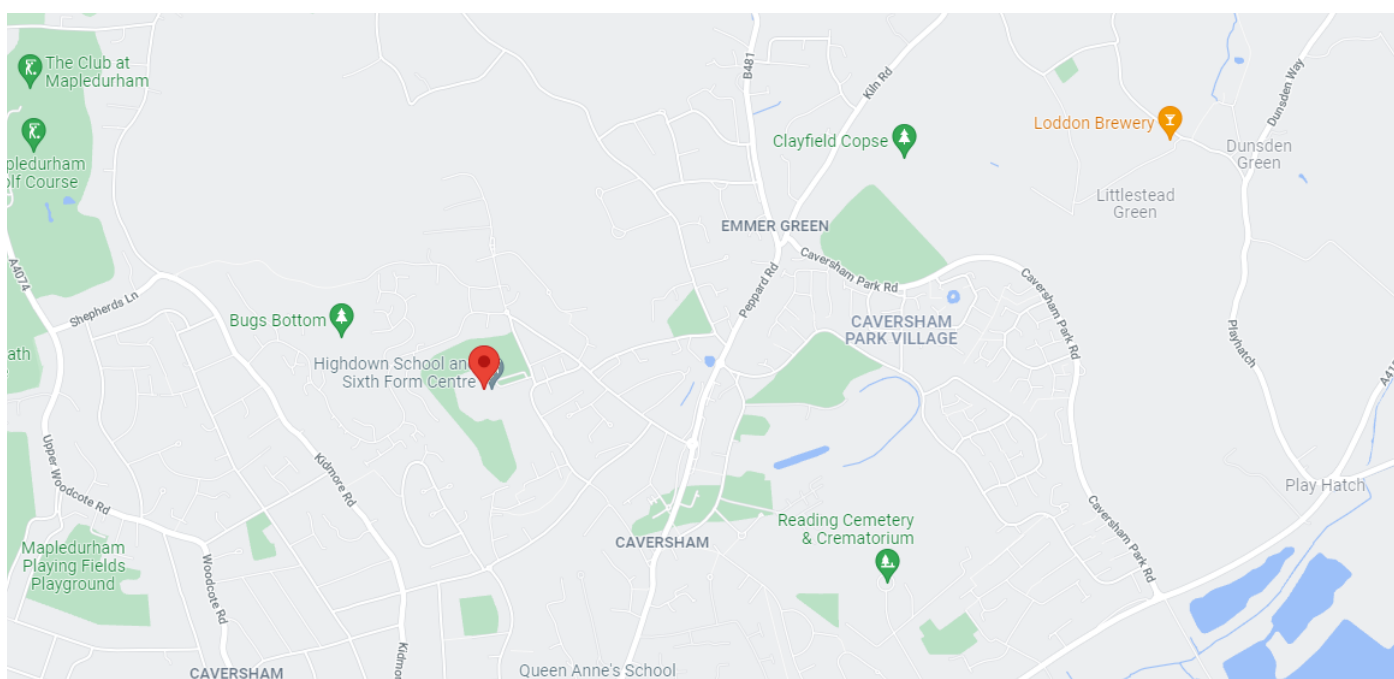
0118 901 5800



[office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk)

**We have a separate pedestrian and vehicle intercom.**

**Upon arrival please buzz the red button on our intercom.**





**HIGHDOWN SCHOOL AND SIXTH FORM CENTRE**

**Surley Row, Emmer Green, Reading, RG4 8LR**

**Tel: 0118 901 5800**

**Email: [office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk)**

