



BOURNEMOUTH SCHOOL FOR GIRLS

WORK HARD | BE KIND | BE AMBITIOUS



**Teacher Application Pack**

**TEACHER OF ENGLISH**

**Salary: MPS/UPS**

**Starting: January 2026**



# WELCOME TO BSG



Dear Colleague,

Thank you for your interest in our post for teacher of English (full time, temporary to cover a maternity leave). You have taken your first step to becoming part of a special community that has now served Bournemouth for over a century.

At Bournemouth School for Girls (BSG) we support the development of the whole student, including providing them with exciting educational opportunities in and out of the classroom.

From Year 7 to Year 13, we are fortunate to have students who are truly eager to learn. Our young people thrive here as we feed their curiosity, guide their ambition and ensure they become positive citizens in wider society.

We are delighted that our strong curriculum and outstanding support by our staff continue to facilitate superb exam results at both GCSE and A Level. We are looking for a new colleague that will join an experienced and supportive department and help deliver an exciting English curriculum to a new generation.

We have a successful and comprehensive CPD programme for ECTs as well as more experienced colleagues and welcome applications from colleagues at any stage of their career.

We pride ourselves on supporting our staff's wellbeing and hope you'll note the generous package of support and conditions for our teachers.

Please read this application pack to get a more detailed view of the English department and our wider school. We look forward to receiving your application. If you have any queries about either the post or the school in general please do not hesitate to contact us and we will be pleased to help you.

Mr. David Sims, Headteacher







## ABOUT BSG

Founded in 1918, Bournemouth School for Girls is an 11-18 selective girls' grammar school and Sixth Form in the heart of Bournemouth. BSG currently has around 1300 students on roll which includes those in our Sixth Form. It provides students with extensive academic and extra-curricular activities from Year 7 to Year 13.

The school is academically successful and always ranks highly in comparison tables such as the Sunday Times Parent Power Survey. The school was inspected by Ofsted in May 2024 and judged to be outstanding in all areas. The inspectors summarised the ethos and atmosphere of the school as follows;

"Bournemouth School for Girls is a joyous place. Pupils flourish academically and socially. They are passionate about their learning and embrace the multitude of wider development opportunities that the school provides."

The school's vision is: ***The Best for Our Students, The Best from Our Students*** and the curriculum in place ensures that students are provided with the best opportunities to prepare them for their future.

BSG offers students a broad and balanced curriculum at Key Stage 3, including lessons in sciences, performing arts, art, humanities and technology. We encourage students to maintain this breadth in their KS4 studies where our students study 10 GCSE subjects in Years 10 and 11.

As a selective school, the academic ability of the students is high and we try to ensure lessons go beyond the national curriculum and support further progress at each key stage.

The school has a comprehensive pastoral system in both the main school and Sixth Form, with our tutor groups split into six school houses: Austen; Curie; Franklin; Parks; Rossetti and Shelley, all named after influential and inspirational women from the 19th and 20th centuries. Each house is led by a Head of House who supports students' pastoral needs with the support of form tutors. Each year, houses run their own charity weeks to raise money for their chosen charity. Heads of House also deliver PSHE lessons to all students in their house and deliver the RSE curriculum to support their personal and social development.

We are very proud of our extensive extra-curricular offer for students. There are over 50 clubs and activities which are run by our staff voluntarily in lunchtimes throughout the week. Students develop passion, knowledge and skill by participation in clubs in music, drama, sport, adventure, STEM and crafts. We hope that applicants will feel able to support this programme.

By providing this curriculum to students, the school upholds its three key values:

**Work Hard** | By providing a broad, balanced and academically challenging curriculum.

**Be Kind** | By providing excellent pastoral support and social education.

**Be Ambitious** | By guiding students to develop skills and knowledge beyond the classroom and for their futures.





# WORKING AT BSG

BSG is a warm and supportive workplace that cares for and nurtures its staff professionally as well as creating conditions that are generous to encourage wellbeing.

These include:

- Friendly staff and commitment from staffing body and SLT to promoting and supporting staff wellbeing
- Able, motivated and polite students who are a privilege to teach
- Extensive CPD programme (for ECTs and experienced staff) to support individual professional development
- Provision of a teaching base/own classroom, where possible, for full time teachers
- Teacher pension scheme
- 14% PPA time (FTE) compared to national minimum of 10% for all staff. (ECTs receive their PPA allocation on top of this)
- Access to wellbeing resources, discounts and other special offers for services
- Access to salary sacrifice benefits such as cycle to work, gym, technology, mobile phones, car leasing and workplace nursery
- Opportunity to work with other colleagues and students in delivering extra-curricular activities (lunch provided if you do)
- Student data targets are not part of appraisal/performance management
- Well-resourced departments
- Free use of a new and highly equipped gym (conditions apply)
- Free parking on site, including bays for electric car charging





# ABOUT THE DEPARTMENT: ENGLISH

**Head of Department:** Mrs Meg May

The department has 8 staff in total.

The members of the English department have between them a great deal of knowledge and experience, and it has been their willingness to share this expertise with one another that has been a significant factor in fostering the positive and collegial style of working we currently enjoy. Traditionally, all members of the department are involved in the decision-making process and the formulation of departmental policies.

Teachers follow agreed learning journeys; however, these are adapted to suit the needs of different groups of pupils. All members of the department are involved in the curriculum planning process and the sharing and production of resources. Choices of texts at KS3, GCSE and A Level are made by class teachers.

Our aim within the English department is to encourage students to be independent, enthusiastic learners. We aim to nurture creativity to allow for self-expression and discovery. Students will have grasped knowledge and understanding of a broad curriculum and have developed their cultural, social, moral and historical awareness. They will be well-rounded, intuitive individuals who are critical thinkers and exploratory in their evaluation.

The curriculum involves carefully considered sequencing that allows students to draw links and make comparisons between skills and texts, thereby strengthening conceptual understanding and deepening knowledge. The Key Stage 3 units pave the learning journey to Key Stage 4 and cement key skills required to be successful in both GCSE Language and Literature.

At GCSE we currently use the AQA syllabus for English language and English literature. For A Level literature, we follow the OCR syllabus and for A Level language we follow Eduqas. We have a strong uptake at A Level due to the vast experience of our teachers, amazing results and the units offered with the exam boards.

The English department is proud of its consistently high level of achievements in public examinations. For example, in summer 2025, 69% of English language grades were awarded at grade 7 or above and 77% of students attained A\*-B in English literature A Level. The department also enjoys a strong tradition of helping Sixth Form students prepare for Oxbridge entry.

Beyond the classroom we offer our students a wide range of opportunities including theatre trips, visiting speakers, writing competitions, World Book Day activities, quizzes and a Sixth Form extension group. Our Sixth Form English students run lunchtime activities for younger pupils such as creative writing and debating. Debating and public speaking are real strengths of the school and girls regularly compete in school, local and national competitions run by Rotary and the English Speaking Union.

The school library plays an active part in supporting the work of the department and encouraging a love of reading amongst all our pupils. The library has over 28,000 items and good IT facilities for research. It organises reading groups and clubs including one for the Carnegie Book Shadowing Award. KS3 students have regular meetings with our librarian to discuss their reading for pleasure. All classrooms have interactive whiteboards and we have a trolley of wireless laptops for English to further enhance our access to central IT facilities.



# ABOUT THE POST

We are looking for a temporary teacher of English to join our school with effect from 1 January 2026 to cover a maternity leave. This will provide an exciting and challenging opportunity to help build upon the existing high standards of our English Department.

The ideal candidate will be a teacher who can inspire and bring out the best in all our students. In addition to more experienced colleagues, this post is also suitable for ECTs.

We are looking for a colleague with the following qualities:

- the ability to gain the trust and respect of school staff, pupils and parents
- outstanding subject knowledge with an ability to share this with pupils in an exciting and academically rigorous way
- the ability to teach English to A Level
- evidence of recent relevant professional development and commitment to continued professional learning
- outstanding communication skills, both oral and written
- high levels of organisation, reliability and resilience
- good knowledge of current issues relating to Teaching and Learning
- the ability to work under pressure
- loyalty and commitment to the team
- flexibility in approach and ability to see the big picture
- enthusiasm, with the ability to bring new ideas to the school and department
- an awareness of current developments in English teaching

## THE APPLICATION PROCESS

We look forward to receiving your application by the deadline of 9am on Monday 29 September.

This should include:

- a completed application form
- a letter of application outlining your readiness for the role.

We plan to interview for this post during week commencing Monday 6 October. If you have not heard from us two weeks after the closing date, you may assume your application has been unsuccessful on this occasion.

If you have been shortlisted by the interview panel, you will be contacted by email and/or at your home address to attend an interview, together with information about the interview process and any other documents you will be required to bring.

**Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. In line with KCSIE 2025, all applicants will undergo checks on social media and online accounts to help assess suitability for the role.**



# JOB DESCRIPTION

Post Title	Teacher of English (full time, temporary to cover a maternity leave)
Purpose	<p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.</p> <p>To provide a learning experience which provides pupils with the opportunity to achieve their individual potential.</p> <p>To contribute to raising standards of pupil attainment.</p> <p>To share and support the school's responsibility to provide and monitor opportunities for pupils' personal and academic growth.</p> <p>To play a full part in the life of the school community, to support its distinctive ethos and to encourage pupils to follow this example.</p>
Reporting to	Head of Department / SLT line manager
Responsible for	The provision of a full learning experience and support for pupils.
<b>MAIN DUTIES</b>	
Curriculum Provision	<p>Under the guidance of the Head of Department to teach the pupils assigned to him/her, including:</p> <p>Planning and preparation of lessons</p> <p>Setting and marking of homework</p> <p>Assessing and recording the development, progress and attainment of the pupils</p> <p>Assisting in the development of appropriate syllabuses, resources, schemes of work, policies, development planning and teaching strategies in the Department.</p>
Pastoral Responsibilities	<p>To have pastoral responsibility for an assigned group of pupils.</p> <p>To promote the general progress and well-being of individual pupils and of the assigned group as a whole.</p> <p>To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</p> <p>To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.</p> <p>To contribute to the preparation of Action Plans and progress files and other reports.</p> <p>To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.</p> <p>To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.</p> <p>To contribute to PSHE according to school policy.</p>
Whole School Responsibilities	<p>To play a full part in the life of the school community, to support its distinctive ethos and to encourage pupils to follow this example.</p> <p>To uphold school policies and procedures.</p> <p>To consistently apply the school's behaviour policy so that effective learning can take place.</p> <p>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.</p> <p>To contribute to whole school and cross-curricular initiatives.</p> <p>To cover for absent staff in accordance with agreed policies.</p> <p>To undertake supervision and invigilation duties around the school in accordance with agreed policies.</p> <p>To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.</p>

Staff Development	<p>To take part in the school's staff development programme by participating in arrangements for further training and professional development.</p> <p>To continue personal development in the relevant areas including subject knowledge and teaching methods.</p> <p>To engage actively in the Performance Management review process.</p> <p>To ensure the effective/efficient deployment of support staff assigned to the teacher.</p> <p>To undertake assessment of pupils as required by external examination bodies, departmental and school procedures.</p> <p>To work as a member of a designated team and to contribute positively to effective working relations within the school.</p>
Management of Information	<p>To maintain appropriate records and to provide relevant accurate and up-to-date information for the school Management Information Systems, registers, etc.</p> <p>To ensure the maintenance of accurate and up-to-date information concerning pupils taught.</p> <p>To make use of performance data provided to track pupil progress and to inform teaching and learning.</p>
Communications	<p>To communicate effectively with the parents of pupils as appropriate.</p> <p>To follow agreed policies for communications in the school.</p> <p>To take part in activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.</p> <p>To contribute to the development of effective links with external agencies and partner schools.</p>
Management of Resources	<p>To contribute to the process of the ordering and allocation of equipment and materials.</p> <p>To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of resources.</p> <p>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.</p>
<p>Employees will be expected to undertake any other duty as specified by the latest School Teachers' Pay &amp; Conditions Document not mentioned in the above.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>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.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by the school to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	