



OATHALL
COMMUNITY
COLLEGE

Role: English Teacher
APPLICATION PACK

“Oathall is committed to promoting respect, aspiration, achievement and enjoyment in a supportive environment.”

MESSAGE FROM THE HEADTEACHER



Dear Candidate

I am delighted that you are interested in teaching at Oathall Community College. We want to recruit and retain the best people so that we can provide an exceptional experience for every child in our learning community.

Oathall is a genuinely comprehensive school at the heart of its community. High academic standards are coupled with a strong and supportive pastoral approach. The wellbeing of everyone in our school is highly and equally valued; of all the many positives recognised by Ofsted I am most proud that they described us as a "happy school community". Our students are vibrant, enthusiastic learners and actively engage with the extensive range of opportunities available to them. Professional development at Oathall is all about how we can get even better at what we do and is supported in many ways, not least by collaboration across our Federation of four secondary schools.

We are very proud of our students and how staff help them to achieve. Progress and attainment measures are routinely well above local and national averages. Students value their academic work and the quality of the teaching they receive, but also recognise that personal development is of equal importance. They have a strong sense of belonging to Oathall's community and identify with our values. A warm and collaborative ethos means students are well known by teachers and supported by their peers.

I hope the information provided here and our website gives you an insight into Oathall, but I encourage you to visit so that you can experience this for yourself.

I look forward to welcoming you to Oathall.

Toby Houghton
Headteacher



OVERVIEW

School statement

“Oathall is committed to promoting respect, aspiration, achievement and enjoyment in a supportive environment.”

Our values

- **Respect for others**
- **Enjoyment of learning**
- **Participating in our community**
- **Aspiring to excellence**
- **Respect for ourselves**
- **Everyone’s college: Oathall**



Oathall is a mixed comprehensive community college with over 1300 students located in the heart of Mid-Sussex. We are situated on the boundaries of the town of Haywards Heath and the village of Lindfield. We work closely with the other schools in our federation of secondary schools.

Learning is at the heart of all we do, and the college has clearly stated teaching and learning expectations for all members of the college. Our *Every Lesson, Every Day* strategy sets out what we believe are the core features of exceptional lessons. Students study a broad curriculum for three years at Key Stage three and have a diverse choice of option subjects available to them for Key Stage four. They are well taught, work hard and achieve impressive results year on year. The most recent Ofsted inspection in September 2023 graded the school as continuing to be good and highlighted strengths in many areas. To build on this the school has thorough self-evaluation processes in place that form the basis of an ambitious College Development Plan. The comprehensive programme of continuing professional learning ensures that each member of the Oathall team can fulfil their entitlement to a bespoke package of training that is underpinned by the appraisal system.

The college has a full spectrum of accommodation catering for all subjects. Subjects that require specialist learning spaces and resources have access to them; be it the flood lit 3G artificial turf pitch in PE, the recently refurbished Science and Mathematics Block, the 3D printer in engineering, the Mac suite in music or the purpose-built dance studio in performing arts. All classrooms are fitted with networked PCs and digital screens.

Sets of Chromebooks are available for use in lessons so that students can take full advantage of our Google for Education provision. Classrooms across the college are well equipped and a rolling programme of building and maintenance development ensures that learning environments are kept up to date.

We are nationally and locally renowned for our outstanding school farm. We are delighted to have such a valuable and unusual educational facility. The farm enhances student learning and development in unique and creative ways and enables a range of courses and extra-curricular activities to take place that are distinctive to Oathall.



English

English at Oathall is taught by a team of specialist teachers supported by a dedicated teaching assistant. Students achieve excellent outcomes year on year. The English P8 in 2024 was +0.43 demonstrating the excellent progress made by students. The faculty aims to equip students to be critical readers, convincing writers and articulate speakers. They do this through a dynamic, varied and demanding curriculum alongside an active programme of enrichment activities such as public speaking, our KS3 reading award scheme, after school classes, competitions, author visits and school trips. The faculty works closely together on all aspects of teaching and learning, and lesson planning is a collaborative and constantly evolving process. The faculty is very well resourced with thorough schemes of work in place for all years. Independence is very much at the centre of learning within the faculty and scaffolding is clearly embedded in lessons.

The English Faculty are accommodated in one area of the college centred around our vibrant library. All the classrooms have interactive white boards and access to mobile technology. Students at Oathall are keen readers, something that is demonstrated by their engagement with the accelerated reader programme and the school wide, daily “drop everything and read” initiative.

Leadership in the faculty is strong. There is currently a Head of Faculty, two Deputy Heads of Faculty and an Enrichment Leader within the faculty. All leaders in the faculty are also members of one of our whole school leadership groups which meet regularly throughout the year to inform whole school development and improvement.





We have a proactive approach to support a healthy work life balance including:

- Careful planning of meetings, events and activities over the year to minimise the times staff are expected to work after the end of the school day each week.
- Online parents' evening allowing staff to conduct appointments from home or in school.
- Early closing for open evening, at Christmas and the end of the summer term.
- A 3 day weekend in the autumn term facilitated by disaggregated INSET time.
- Teacher-directed time is notably & actively kept below statutory limits.
- We allow flexible discretionary leave to support family commitments and life events.
- Staff have full use of the school library alongside an extensive professional learning collection.
- Staff Voice is highly valued and concerns acted on.
- An appraisal system for all staff with realistic and meaningful objectives.



We offer these great employee benefits:

- Access for teachers to a range of health care and well being services from our teacher absence insurance providers such as 24/7 GP services, physiotherapy, counselling & mental health support.
- Confidential access to the WSCC employee assistance programme.
- Trained adult mental health first aiders.
- Free use of our school fitness gym, weekly staff yoga session.
- Refreshments provided on INSET days, at meetings and break times.
- Support for return to work following absence including occupational health support for reasonable workplace adjustments.
- All staff are encouraged to participate in enrichment trips with opportunities to go on ski trips, oversea visits, trips to the theatre and museums for free.



JOB DESCRIPTION

Job title: Teacher of English

Accountable to: Head of Faculty

Salary range: Teachers' main / upper pay range

Core purpose

- Carry out the professional duties of a school teacher in line with the Teachers' Pay and Conditions Document, and the Conditions of Service for School Teachers in England and Wales.
- Facilitate a learning experience that allows students to achieve their individual potential.
- Monitor and support the progress and development of students as both a teacher and form tutor.
- Promote and safeguard the welfare of all students.

Teaching and assessment

- Plan, prepare and teach lessons according to students' educational needs, making adaptations as appropriate.
- Mark work and provide feedback that promotes progress.
- Assess, record, and report on student attendance, progress, development, and attainment in line with school procedures.
- Ensure ICT, literacy, and numeracy skills are integrated into the teaching and learning experience.
- Adhere to teaching strategies, schemes of work and approaches set out at Oathall.
- Undertake student assessments as required by examination bodies and school procedures.
- Maintain discipline in accordance with school procedures, promoting punctuality, positive behaviour, and homework standards.

Pastoral support

- Serve as a form tutor under the leadership of the Head of Year or contribute to pastoral support in another way as directed by the Headteacher.
- Complete the attendance register in line with school policy.
- Promote and monitor the progress, personal development and well-being of students within the tutor group.
- Deliver the aspects of PSHE education assigned to the tutor programme.

Operational and strategic planning

- Assist in the development of syllabuses, resources, schemes of work, policies, and teaching strategies within the faculty and pastoral team.
- Contribute to and adhere to the Faculty Development Plan.
- Participate in whole school planning and activities.

Professional development and performance

- Participate in staff development programmes and professional development opportunities.
- Engage actively in the appraisal process and with quality assurance procedures.
- Strive to excel in all aspects of the Teachers' Standards.

Communications

- Communicate effectively and respectfully with parents, colleagues, and other stakeholders.
- Use opportunities such as parents' evenings and open evening to promote the school.
- Follow school communication policies and protocols.

Other duties

- Participate fully in school life, supporting its mission, values and ethos.
- Comply with health and safety policy and risk assessments.
- Undertake duties at breaks, before and after school as identified within directed time.
- Collaborate with our Federation of schools as appropriate.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The Headteacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the school, national agenda and statutory legislation, after consultation with the post holder.



Safeguarding Statement

Oathall Community College and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All staff working at Oathall will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.



PERSON SPECIFICATION

Qualifications

- Qualified Teacher Status (QTS) or working towards
- Degree in a relevant subject
- Evidence of continuous professional development in education

Experience

- Experience of teaching at Key Stage 3 and 4
- Experience in developing and delivering engaging lessons that result in excellent outcomes for students
- Experience in using a variety of teaching and adaptive learning strategies
- Experience of being a form tutor or supporting a tutor group

Skills and Abilities

- Strong subject knowledge
- Ability to inspire and motivate students of all abilities
- Ability to establish and maintain positive student behaviour
- Excellent communication and interpersonal skills
- Strong organisational and time management skills
- Ability to use assessment, feedback and data to improve student outcomes
- Ability to provide pastoral support and guidance to students as a form tutor

Personal Attributes

- Passionate about education and student learning
- Committed to safeguarding and promoting the welfare of students
- Resilient, adaptable, and willing to learn
- Collaborative and able to work as part of a team

General

- Experience in using technology to enhance learning
- Knowledge of current educational developments
- Experience in extracurricular activities
- Ability to teach an additional subject

Your supporting statement should demonstrate how you would fulfil the job description and the degree to which you meet the person specification.



HOW TO APPLY

Applications should be completed using a teacher application form along with our recruitment monitoring form (available on our website) and letter of application (no more than two sides of A4).

Please email the documents to jobs@oathall.org or post to Mrs Sara Atkin no later than the advert deadline.

You may also apply via the TES website.

Suitable candidates may be invited to interview prior to the closing date, and we reserve the right to close the vacancy early should sufficient applications be received.

