



Simon Langton Girls' Grammar School

Teacher of English (part-time/full-time maternity cover)

September 2024



Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248 and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher



Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

We are looking to appoint a part-time/full-time Teacher of English to cover maternity leave (0.70 FTE – full-time) from 1st January 2025. The role will be teaching English up to GCSE, with the possibility of some Key Stage 3 Drama. This temporary post will not require teaching of A Level English. Please note on your application your FT preference.

We welcome applications from talented individuals who will implement the school's vision and work to develop the English Department.

This role requires someone passionate to develop and promote literature and literacy inside and outside of the classroom and would be suitable for an experienced teacher or an ECT.

The successful candidate will be an outstanding teacher, avouching the importance of outstanding literacy and the role of literature in the lives of young people. They will have experience of teaching from KS3 to GCSE level and a record of achieving outstanding results, with a commitment to the delivery of a high quality extra-curricular offer.

This position is an exciting opportunity to work within a thriving department of dedicated teachers. Having recently moved into a multimillion-pound new building, including five English rooms, an English store and a purpose-built drama studio and extensively stocked library, the next stage of the school's development will see an expansion of our extra-curricular and elective programmes, with English at the heart of this. English Literature and Film Studies are very popular subjects, which many of our students study at A Level.

The successful candidate will be offered a full programme of personal professional development and support as they continue in their career, alongside a comprehensive induction programme.

We reserve the right to interview and appoint suitable candidates before the published closing date.

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment. An online search check will be carried out on shortlisted candidates, this is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.



Job Information



Job Specification

Job Title: Teacher of English - part-time/full-time teacher of English (0.70 FTE - full-time) maternity cover

Responsible to: Subject Leader English

Key Focus: You are to undertake your duties as set out in the School Teachers' Pay and Conditions Document (STPCD) and Teachers' Standards, subject to any amendments due to government legislation, and as set out in the school's Code of Conduct.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the headteacher.

Your principal responsibilities as a subject teacher and form tutor

- Support and encourage the school's ethos
- Share and support the school's responsibility for the wellbeing and education of all students
- Facilitate and encourage learning through the setting of appropriately challenging tasks, enabling high performance
- Contribute to the mission and continuous development of the school
- Fulfil such other duties as may reasonably be expected by the headteacher in line with the expectations of your post

Your specific duties as a subject teacher and form tutor:

Prepare and teach lessons of a high standard to the students assigned to you:

- Following agreed school policies on teaching, learning, marking, homework and assessment
- Keep accurate records of work, assessments and the progress of students in accordance with school policies

- Following designated programmes of study provided by your subject leader(s)
- When required, providing information/comments in relation to academic and pastoral reporting
- Maintain discipline in accordance with school policies and ethos, demonstrating good practice with regard to, but not limited to: attendance, attitudes, appearance, uniform, punctuality, behaviour and homework
- Communicate effectively with students, parents and colleagues in accordance with school policies and guidance
- Contribute to agreed practices of subject and school development, record keeping, monitoring, evaluation of lessons and the creation, development and maintenance of resources
- Contribute to agreed practices for monitoring the academic, behavioural and social achievement and welfare of student
- Actively engage, and commit to, personal professional development related to both you subject(s) and whole school priorities/needs

Your general duties as a subject teacher and form tutor:

- Actively engage in appraisal and subject reviews
- Attend and contribute to meetings with colleagues and parents
- Set work for classes when absent
- Provide cover for absent colleagues according to agreed school policy
- Undertake supervisory duties in accordance with agreed practices





Appraisal:

(Based on threshold standards and the school's agreed criteria for UPS2 and UPS3)

Knowledge and Understanding

- Demonstrate a thorough and up-to-date knowledge of the teaching of your subject(s) and take account of wider curriculum developments which are relevant to your work.

Teaching and Assessment

- Demonstrate that you consistently and effectively plan lessons and sequences of lessons to meet students' learning needs
- Demonstrate that you consistently and effectively use a range of appropriate strategies for teaching and classroom management
- Demonstrate that you consistently and effectively use information about prior attainment to set well-grounded expectations for students and monitor progress to give clear and constructive feedback
- And, at UPS3 level: Make a distinctive contribution to raising students' standards

Student Progress

- Demonstrate that, as a result of your teaching, your students achieve well relative to their prior attainment, making progress as good as or better than similar students nationally

Wider Professional Effectiveness

- Take responsibility for your professional development and use the outcomes to improve your teaching and students' learning
- Make an active contribution to the policies and aspirations of the school

- And, at UPS2 level: seek to share your expertise with colleagues
- And, at UPS3 level:
 - Take advantage of appropriate opportunities for professional development
 - Use professional development effectively to improve students' learning;
 - Contribute effectively to the work of the wider team
 - Play a critical role in the life of the school

Professional Characteristics

- Demonstrate that you are an effective professional who challenges and supports all students to do their best through:
 - Inspiring trust and confidence
 - Building team commitment
 - Engaging and motivating students
 - Analytical thinking
 - Taking positive action to improve the quality of students' learning
 - And, at UPS3 level: providing a role model for teaching and learning

Accountability:

- You are immediately responsible to the appropriate subject leader in any of your non-specialist subjects
- All members of staff are ultimately responsible to the headteacher





In addition to the job description you will be expected to comply with all terms connected with the job of your status as referred to in the School Teachers Pay and Conditions of Service (STPCD) published by the Department for Education (DfE).

This job description may be subject to change at any time in consultation with the post-holder and will be reviewed at least annually.

The purpose of this job description is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the headteacher or designated deputy.

We reserve the right to appoint and interview suitable candidates before the published closing date.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Monday 7th October 2024
- Applications are encouraged asap as interviews may take place ahead of the advertised closing date
- Date of interview: TBC
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk

Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students



Working at our school



Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address

- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible.
All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment

