Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

Teacher of English

temporary to cover maternity leave

Vacancy Information booklet

Teacher of English temporary to cover maternity leave at Bedford High School

We are looking to appoint a well-qualified, talented and energetic teacher of English starting January 2023.

The English Faculty is a great team: we are collaborative, innovative and very supportive of each other. We are currently a faculty of 13, plus a librarian and an Academic Mentor. Within the team, we have members of Leadership, members of the pastoral team, experienced practitioners, and also teachers who have qualified in the last two to three years. This faculty is a great place for a newly qualified teacher to flourish with our guidance and support.

We are passionate about the young people in our care and we have high expectations for each and every student. Our curriculum is rich, engaging and challenging, using high quality texts to develop students emotionally, culturally, socially and spiritually. Evidence-based teaching is at the heart of our pedagogy thus ensuring quality first teaching and learning occurs in all lessons.

We recognise that developing a love for reading is one of the most effective ways to raise attainment as it is the master skill that unlocks the academic curriculum. But more importantly, we know that reading for pleasure is the key to a successful life. Therefore, it is vital that our students read for pleasure and, in order to promote this, we have one dedicated reading lesson a week at KS3. We are very lucky to have a recently renovated library, which has been transformed into a bright, modern, welcoming haven for students to read, to study and to discuss literature with friends.

This is an exciting time for the English Faculty. In the near future, work will begin on the development of a suite of new state-of-the-art classrooms.

We have a record of good results and we are very proud of our successes.

We look forward to welcoming a new member to our team.

Dear Colleague

Thank you for your interest in working at Bedford High School.

At Bedford High School we are dedicated to offering our students a high quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in May 2018. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim, we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability. In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at www.bedfordhighschool.co.uk. Please return completed application forms to recruitment@bedford.wigan.sch.uk or by post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully



Mr P McCaffery
Headteacher

Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys´ Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

Our School Values

To Care, To Learn, To Achieve.

Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with 9 fully trained Mental Wellbeing First Aiders
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Gym facilities
- Continued professional development

Feedback from our staff wellbeing survey tell us that our staff…

I'm very happy here and feel respected and looked after.

There are many, many things that this school does better than many others that I have worked in.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

Bedford is a great place to work.

Job Description

Role Title:	**Teacher of English temporary to cover maternity leave**
Job purpose:	Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD). Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate. Monitor and support the overall progress and development of students as a teacher/ Form Tutor Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. Contribute to raising standards of student attainment. Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting to:	Headteacher, Deputy Headteacher, Faculty Lead
Responsible for staff:	None
Liaising with:	Headteacher, Senior Leadership Team, Governors, other members of staff teaching and support staff, LA, parents/guardians, external agencies
Grade of post/salary:	Teachers main pay scale
Hours:	Teachers full time hours
Contract:	Temporary to cover maternity leave
Disclosure level:	All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.
Base:	Bedford High School
Date:	September 2022

TEACHING

- Teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- Undertake a designated programme of teaching.
- Ensure a high quality learning experience for students which meets internal and external quality standards.
- Prepare and update subject materials.

- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- Mark, grade and give written/verbal and diagnostic feedback as required.

STRATEGIC/ OPERATIONAL PLANNING

- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- Contribute to the curriculum area and department's development plan and its implementation.
- Plan and prepare courses and lessons.
- Contribute to the whole school's planning activities.

CURRICULUM PROVISION

- Assist the Head of Department, the Deputy Head Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

CURRICULUM DEVELOPMENT

- Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.

STAFFING

- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management review process.
- Ensure the effective/efficient deployment of classroom support
- Work as a member of a designated team and to contribute positively to effective working relations within the school.

QUALITY ASSURANCE

- Help to implement school quality procedures and to adhere to those.
- Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- Review from time to time methods of teaching and programmes of work.
- 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.

MANAGEMENT INFORMATION

- Maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- Complete the relevant documentation to assist in the tracking of students.
- Track student progress and use information to inform teaching and learning.

COMMUNICATIONS AND LIAISON

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.
- Take part in liaison activities such as parents evenings, review days and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies.

MANAGEMENT OF RESOURCES

- Contribute to the process of the ordering and allocation of equipment and materials.
- Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

PASTORAL SYSTEM

- Be a Form Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- Liaise with a Pastoral Leader to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- Contribute to PSHCE and citizenship and enterprise according to school policy
- Apply the behaviour management systems so that effective learning can take place.

SCHOOL ETHOS

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Health and Safety

- To coordinate a healthy and safe working environment in school and on activities and trips;
- Appropriate supervision levels and ensure that they are adhered to;
- High standards of behaviour and discipline within the area on a day to day basis

Additionally

- To perform the duties and responsibilities in keeping with the 'Professional Standards for Teachers'.
- To ensure that children are safeguarded at all times.

- To perform any such duties as deemed reasonable and appropriate at the request of the Headteacher.

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

Employees are 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 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.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

Person Specification

Role Title:	Teacher of English
Salary:	Teachers main pay scale
Reports to:	Headteacher, Deputy Headteacher, Faculty Lead
Date:	September 2022

Attribute	**Essential/Desirable**		**Assessed by…**				
	Essential	Desirable	Application Form	Letter	Reference	Lesson Observation	Interview
Qualified Teacher Status	✓		✓				
Degree	✓		✓				
Recent participation in a range of relevant INSET	✓		✓				
Successful experience of teaching in a UK secondary school	✓		✓				
A clear vision of the place of the department in the curriculum of an Enterprise College	✓			✓			
Knowledge and understanding of current developments in the subject area	✓			✓			
Evidence of high quality classroom practice	✓				✓	✓	
A clear understanding of the issues surrounding the teaching, learning and assessment of KS3 & KS4 in the subject area	✓			✓			✓
To be competent in a range of ICT applications	✓						
Commitment to support and develop the values of Bedford High School, its pupils and staff	✓			✓			
Commitment to promoting the equality and diversity agenda within an inclusive School	✓			✓			
Commitment to ensuring the highest standards of safeguarding are implemented within the school	✓			✓			
Ability to exercise sound management of pupils in an inclusive school context	✓			✓		✓	

Attribute	Essential	Desirable	Application Form	Letter	Reference	Lesson Observation	Interview
A willingness to support the schools aim of strengthening links with the community		✓					✓
The ability to build and maintain effective relationships, communications and relate well to students and adults	✓					✓	✓
The ability to develop effective teamwork	✓						✓
The ability to work under supervision	✓					✓	
The ability to anticipate and solve problems creatively	✓			✓			✓

Attribute	Essential	Desirable	Application Form	Letter	Reference	Lesson Observation	Interview
The ability to demonstrate loyalty and confidentiality	✓				✓		
The ability to prioritise and manage time effectively	✓				✓		
The willingness to be generous in time and spirit	✓			✓			✓
A sense of humour and a positive outlook	✓			✓			
Energy, enthusiasm and flexibility	✓			✓			
A determination to succeed	✓			✓			
Ability to work in accordance with all of the school's policies	✓			✓			
A committed lifelong learner willing to undertake further training to suit the needs of the role	✓			✓	✓		
Professional appearance and conduct	✓						
Letter/application form are fully completed and error-free	✓		✓	✓			
Strong support/positive recommendation from referees	✓				✓		
Legally entitled to work in the UK	✓		✓				✓

What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, School Business Manager at the school address or by email to recruitment@bedford.wigan.sch.uk.

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not here from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at recruitment@bedford.wigan.sch.uk and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website www.bedfordhighschool.co.uk

The interview process

Deadline: Friday 7th October 2022
Interviews: w/c 10th October 2022
Start date: January 2023

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

Our commitment to safeguarding

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.