



Woking High School

Inspire, Challenge, Achieve



Teacher of English
Application Pack
Autumn 2024



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For further information or to arrange a visit, please contact:

✉ recruitment@wokinghigh.surrey.sch.uk

☎ 01483 888 447

Teacher of English

Pay	MPR/UPR
Contract	Permanent, Full Time
Start Date	September 2024
Job description	Teacher of English for KS3 and KS4
Reporting to	Head of English
Closing date	27 th February 2024, interviews will take place on 4 th March

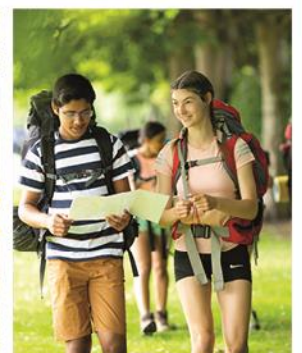
If you are interested in this position, please apply as soon as possible as interviews will be held upon receipt of suitable applications.

Profile

We are seeking to appoint a well-qualified, enthusiastic and imaginative classroom practitioner, to join our excellent English Department. The English Department is a dynamic and successful department with a dedicated team who are passionate about their subject and who work collaboratively to deliver English in a stimulating and engaging way in lessons and through extra-curricular activities.

The successful candidate will be someone who will strive to fulfil the school's Mission and model our Core Values, demonstrating a student-centred approach at all times. The candidate will strive to ensure that teaching and learning is consistently good or better so that all young people, regardless of background and ability, make at least expected progress.

It is essential to be a driven professional who will continue to develop their own knowledge and skills and who will deliver a vibrant programme of activities as part of the English team.





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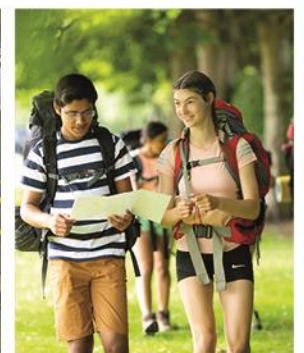
Purpose

To ensure that all students receive an excellent education, which provides them with the knowledge, subject specific skills and core values needed to successfully access the wider world, become independent, informed thinkers, and well-rounded citizens.

To champion our core values: personal responsibility, excellence, kindness, resilience, engagement and inclusion with students to ensure they develop the characteristics of a Woking High School student.

Whole School Responsibilities

- Ensure that the responsibilities of the role are carried out in a way which reflects the mission and values of Woking High School.
- Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations.
- Play an active role in developing and implementing a vision for your area of responsibility in line with the mission and core values of the school.
- Be aware of and observe all policies, procedures, working practices and regulations.
- Uphold our commitment to safeguarding and to promote the wellbeing of children.
- Contribute to a culture of continuous improvement.
- Comply with all reasonable management requests.





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Other

- Maintain the confidential nature of information relating to the school, its students, parents and carers.
- Model professional behaviour and attitudes in and outside of the school to ensure the highest standards of appearance and conduct are met.
- Always strive to improve own knowledge and skills by partaking in whole school professional development and taking advantage of CPD opportunities on offer.
- Carry out such duties as are reasonably required by the Headteacher.

Key Responsibilities

- Provide high quality teaching in the subject area whereby students make excellent progress over time and are suitably challenged.
- Actively promote student achievement through frequent teacher assessment and feedback.
- Actively seek contact with parents and carers to keep them informed of student progress.
- Maintain good order and discipline among students, safeguarding their health and safety on and off-site.
- Plan effective lessons which fulfil the requirements of the English Department's curriculum, carefully consider the needs of students in each class, use schemes of work and a variety of resources and approaches.





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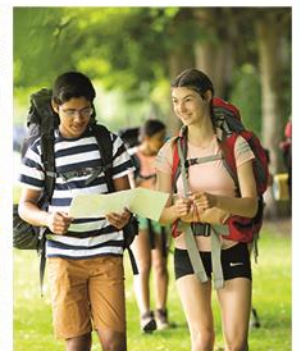
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- Contribute to the development of teaching, learning and assessment materials.
- Present and set homework in line with the school policy.
- Mark work in line with the department and school policy.
- Show evidence of target setting for students so that they are effectively monitored, challenged and able to set challenges for their own learning.
- Build effective relationships with students and take ownership of their learning, addressing underperformance through challenge and support.
- Keep well-informed with regards to contemporary issues in teaching, learning and assessment and take responsibility for personal professional development, reflecting and reviewing own teaching.
- Take an active role in your own professional development.
- Adapt to enable all students to access learning.
- Ensure assessment, recording and reporting practices are maintained at a high level that contributes to school progress.
- Provide high quality reporting to stakeholders.
- Ensure all work is conducted in line with school and departmental policy on health and safety.
- Ensure that the school's safeguarding processes and procedures are followed and regular training attended.
- Adhere to the "Teachers Professional Standards and the school's Code of Conduct.





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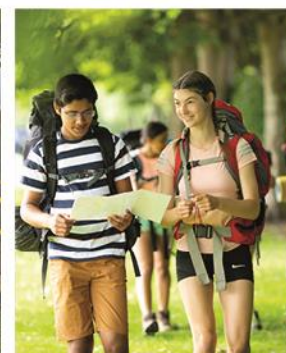
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- Participate in appropriate meetings with colleagues, parents and others in relation to all of the above duties, including parent consultation evenings.
- Take full responsibility for duties assigned to you, including those of a Form Tutor.
- Support and participate in the social and extra-curricular/informal curriculum life of the school.

Person Specification

	Essential	Desirable
Qualifications and Training		
GCSE Maths and English (Grade A-C) or equivalent.	✓	
Education to degree or equivalent level + QTS.	✓	
A higher degree in a relevant discipline.		✓
Other accredited courses relevant to the role.		✓
Evidence of continuing and recent professional development.	✓	
Knowledge and Experience		
Recent secondary school experience.	✓	
Professional understanding of curriculum and assessment of student progress.	✓	
Professional understanding of inclusion and strategies for engaging all learners, creating an inclusive classroom.	✓	
Positive and engaging teaching style. Able to lead, motivate, inspire and support students to achieve excellence.	✓	
Ability to use a warm/strict approach to promote excellent behaviour and handle behaviour that falls short of expectations.	✓	
Professional understanding of safeguarding within a school setting.	✓	
A commitment to safeguarding and promoting the welfare of children and young people.	✓	





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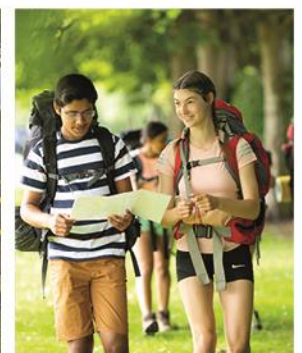
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Evidence of a proven record of exam success.		✓
Effective organisational and time-management skills.	✓	
Excellent communication and organisational skills (including written and oral skills).	✓	
Confident and competent in the use of ICT.	✓	
Able to ensure that technologies are used effectively to improve learning.		✓
Willingness and ability to contribute to the pastoral work of the school.	✓	
Willingness to take part in extracurricular activities, including trips and visits, and to make a significant contribution to the wider life of the school.	✓	
Ability to work well with a range of audiences, including parents/carers and other professionals.	✓	
Personal Qualities and Skills		
Evidence of the highest levels of personal and professional integrity.	✓	
Excellent interpersonal and communications skills with stakeholders, both written and oral.	✓	
Ability to work creatively and collaboratively within and across teams.	✓	
Reflective practitioner who is always striving to develop professionally and who is proactive in solving problems when they occur.	✓	
Excellent attendance and punctuality.	✓	
Resilient - the ability to work under pressure and be able to meet deadlines.	✓	
Ability and willingness to work flexibly to meet school needs.	✓	
Willingness to take part in extra-curricular activities, including trips and visits, and to make a significant contribution to the wider life of the school.	✓	





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Closing date for applications is 27th February at 10am.

Interviews will take place on 4th March.

If you are interested in this position, please apply as soon as possible as interviews will be held upon receipt of suitable applications.

Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3rd party – <https://www.sp-index.com/> .

By applying for this role, you agree to these checks being carried out and your data being processed by SP-Index.

The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.

