



AMERSHAM SCHOOL

A Business and Enterprise College

Teacher of Literacy (and English)

Information Pack



amershamschool.org.uk



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Teacher of Literacy (and English)

Start date: 1 September 2021

Literacy – part time role

Literacy and English – full time role

**Position open to NQTs/Main Scale
(depending on qualifications and experience)**

Closing date: 0800 Friday 23 April 2021

Thank you for your interest in Amersham School. We are a student centred school. We pride ourselves on our ability to provide each and every one of our students with a first class and personalised education, which enables them to flourish and succeed in all areas of school life. Students are central to our philosophy of individual success and aspiration. Development of self-confidence, positive attitudes and enterprise skills are fundamental to the delivery of our first-class, personalised and progressive education.

As employers, we are committed to your personal development. We offer a supportive and innovative environment to work within and opportunities for Professional Development, which will allow you to further enhance your skilful practice. We will offer you the opportunity to train to be a licensed deliverer of Lexonik Advance in addition to other Literacy based CPD.

Required from September, we are seeking to appoint an enthusiastic and innovative **Teacher of Literacy (and English)** to join this successful and innovative department. We would expect the successful candidate to share in the school's vision for success and play their part as we continue to secure outstanding results for our students. A significant element of this role will be focused on orchestrating small groups for Literacy development. This will mainly involve working with students in KS3 and delivering a programme called Lexonik Advance; an exciting phonics based intervention that allows students to fill the gaps in their understanding of phonics and apply this knowledge to all of their subjects. Students spend six weeks in this intensive programme and then return to their classrooms armed with the knowledge and skills to be successful.

We require a teacher with passion, skill, commitment and enthusiasm for the vocation of teaching. In return we will be committed to your personal development. Candidates will need to be, or aspire to be, outstanding practitioners.

To apply, please download the school's application form from our school website www.amershamschool.org.uk/vacancies.

Completed forms and a covering letter should be addressed to the Headteacher, Sharon Jarrett and sent to Lyn Rowley, Office Manager, on lrowley@amershamschool.org The school is committed to stringent safe recruitment procedures and the successful candidates will be required to undertake an Enhanced DBS check.

<https://lexonik.co.uk/project/lexonik-advance/>



Working at Amersham School

Sharon Jarrett - Headteacher

Dear applicant

I am delighted you are considering applying for a position at Amersham School. We strive to create a supportive and structured learning environment in which individuals are challenged to realise their full potential and encouraged to be ambitious for their futures. We believe it is of the utmost importance for students to become self-confident, positive and enquiring learners and this vision underpins everything we do.

Our students are encouraged to become well-rounded and broad-minded individuals and we support this through a diverse range of extra-curricular activities. As a Business and Enterprise specialist we focus on the development of skills which inspire and motivate our students to become successful and confident adults.

Amersham School looks forward to an exciting and promising future. Our students achieve good examination results at both GCSE and A Level. We are consistently one of the top performing Upper Schools in the County, making sure that our students have the personal qualifications and qualities to access Post-16 education and training. We are incredibly proud of our students and welcome the opportunity to work with and learn from those who share our dedication to innovation, improvement and success.

Please visit our school website where you will find a wealth of information about our vision and our mission statement 'Live, Learn and Succeed – Together' where our values of mutual respect, honesty and integrity, responsibility and ownership, equality and co-operation alongside the establishment of a sense of community underpin our school environment.

I do hope that you will make an application to join Team Amersham. Our staff turnover is very low due to staff reporting that they feel valued and that they are well supported, invested in and encouraged to achieve high professional standards.

This post can be adapted to suit teachers who are relatively new to the profession and those who are looking towards future promotion and increased responsibility.

Sharon E Jarrett
Headteacher



Business and Enterprise at Amersham School

SPECIALISM – BUSINESS AND ENTERPRISE

We believe our specialist Business and Enterprise College status has helped us to raise standards of achievement and progress by opening up greater opportunities for student and staff development, alongside the provision of improved facilities.

We are committed to developing a 'can-do' culture of enterprise within the school and also within our wider school community. Our concept of enterprise education is strongly linked to our values and ethos and has, at its centre, a commitment to the development of transferable skills amongst our students. This is demonstrated through strong links with the community and local businesses, and the development of innovative and engaging teaching methods amongst our staff. Two of the most significant curriculum decisions based upon our ethos of Business and Enterprise are:

- The introduction of a subject-based skills development programme through the **CIRCLE** skills initiative.

CIRCLE represents

Communication

Interpersonal

Research

Creative

Learning

Effective Self-Managers

- **Enhanced Learning Days** are whole-day events where the curriculum is collapsed. These days are designed to broaden our students' curriculum diet and provide opportunities to demonstrate, develop and apply their CIRCLE skills and subject knowledge in different contexts.



Literacy (and English) TEACHER PROFILE

Job Title: Teacher of English and Literacy

Responsibilities:

- Teacher of Literacy and English
- Run the Lexonik Advance programme
- Report on the progress and assessment of all students
- Teach engaging lessons
- Enable students to achieve the highest standards at an individual level whilst monitoring and assessing the progress of all
- Liaise with SLT/SEN department and the English department with regards to the teaching of literacy.

Person Specification	Essential	Desirable
Qualifications		
PGCE or working towards	x	
Graduate or equivalent	x	
Experience		
Experience of teaching phonics at KS1, KS2 or KS3	x	
Experience of other curriculum areas apart from English		x
Use of a range of ICT packages, i.e. Microsoft Office (Excel), to a competent level	x	
Working within a team	x	
Working in a school environment		x
Experience of working to very tight deadlines	x	



Experience of working with young people		x
Skills		
High attention to detail and a high level of accuracy	x	
Excellent interpersonal, communications (oral and written) skills	x	
Ability to work under pressure	x	
Strong organisational skills	x	
Evidence of a personal commitment to professional development and the updating of job-related skills	x	

Amersham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to uphold the school's policy in respect of child protection matters.



General Professional Duties

To carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Headteacher.

Particular Duties

To perform in accordance with any directions which may be reasonably given by the Headteacher or line manager from time to time, and may be reasonably assigned to him or her.

Professional Duties

The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform:

Teaching with regard to the curriculum for the school:

- planning and preparing lessons
- teaching according to their educational needs, the students assigned to him or her
- setting and marking work to be carried out by the students in school and elsewhere
- assessing, recording and reporting on the development and progress of students

Other activities

- promoting the general progress and well-being of individual students, and of any class or group of students assigned to him or her
- providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions, and making relevant reports and record
- making records and reports on the personal and social needs of the students
- communicating and consulting with persons or bodies outside the school
- participating in arranged meetings for any purposes described above

Assessments and Reports

- providing or contributing to oral and written assessments, reports and providing references relating to individual students and groups of students
- accurately record formal assessments on the school's administration system within agreed deadlines

Performance Management

- participate in arrangements made in accordance with performance management regulations

Review, Induction, Further training and Development

- review from time to time his or her methods of teaching and programmes of work and contribute to the development of the department



- participate in arrangements for further training and professional development as a teacher in the case of a teacher serving an Induction period, participating in arrangements for supervision and training

Educational methods

- advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, schemes of work, methods of teaching, assessment and pastoral arrangements

Discipline, Health and Safety

- maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in school activities elsewhere

Staff Meetings

- participating in meetings at the school which relate to the curriculum for the school, or the administration or organisation of the school, including pastoral arrangements

Cover

- no teacher shall be required to provide cover unless it is required as a result of unforeseen circumstances the exceptions to this are where the teacher is employed wholly or mainly for the purpose of providing such cover

Examinations

- participating in arrangements for preparing students for internal and public examinations and in assessing students for the purpose of such examinations recording and reporting such assessments participating in arrangements for students' supervision during such examinations ensuring that procedures for controlled assessments are fully met and in line with the policy

Administration

- attending assemblies and/or mentoring small groups of students registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions

Working time

- A teacher employed full-time, shall be available for work for 195 days in any school year, of which 190 days shall be days on which he may be required to teach students in addition to carrying out other duties
- the 195 days shall be specified by the employer or if directed to do so, the Headteacher
- a teacher shall be available for 1265 hours in any school year, those hours allocated reasonably throughout those days in the school year on which he is required to work
- time spent travelling to and from school shall not count against the 1265 hours



a teacher shall not be required to undertake midday supervision, and shall be allowed a break of reasonable length between school sessions

- a teacher shall, in addition to the requirements, work additional hours as may be needed to enable him or her to discharge effectively, his or her professional duties, including in particular, the marking of students' work, the writing of reports and the preparation of lessons, teaching materials and teaching programmes
- the amount of time required for the above, beyond the 1265 hours referred to, shall not be defined by the employer or Headteacher, but shall depend upon the work needed to discharge the teacher's duties

TO APPLY

- **Complete application form and cover letter available on website**
- **Send to Mrs L Rowley, Office Manager e: lrowley@amershamschool.org**

**Amersham School Stanley Hill Amersham Buckinghamshire HP7 9HH
t: 01494 726562 e: office@amershamschool.org amershamschool.org.uk**

Agencies – Amersham School's terms and conditions are that should you put a candidate forward after the first publication of a vacancy, the School will be liable for an introductory fee of no more than 10% of salary with reducing clawback over the first term, regardless of your terms and conditions.