

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE Temporary Teacher of English – 0.6FTE

Are you an innovative, enthusiastic and passionate Teacher of English?

SALARY

Commensurate with skills and experience

Then this will be the job for you.

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students.

TERM/ HOURS

0.6FTE Temporary – from 1st September 2023 to 31st December 2023

CLOSING DATE

8am Monday 19th June 2023



HECKMONDWIKE
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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HECKMONDWIKE
GRAMMAR SCHOOL

Temporary Teacher of English

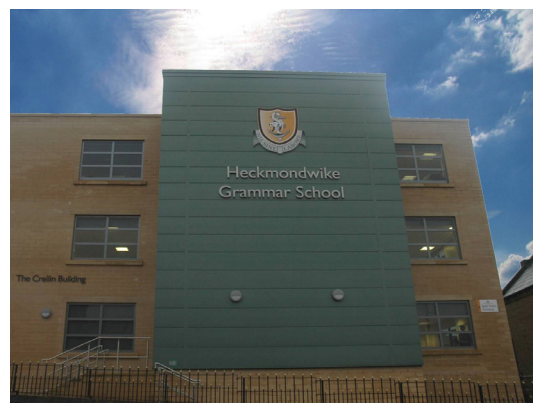
Department Information

The English department consists of a hard-working and dedicated group of teachers who have a passion for teaching the subject. We currently have nine English Specialists working under the direction of the Subject Leader, we moved into the new Powell building which houses the classrooms and the good-sized office space. The department is well equipped with resources: all of the classrooms are equipped with interactive whiteboards, with access to the Internet. This new space helps us to operate as a very close-knit group, sharing ideas and supporting each other as we constantly aim to evaluate our performance and our practice. We are looking for someone who is eager to join our enthusiastic team as we aim to build on our foundations and strive for further success.

English classes are taught in mixed ability groups at both Key Stage 3 and Key Stage 4. We currently have eight GCSE groups of about 24-25 students. We enter all students for both AQA GCSE English Language and English Literature. At A-level, we offer English Literature and English Language (AQA specifications in both).

We pride ourselves on our comprehensive book stock, as we celebrate Literature and use it as a springboard to access all the diverse areas of the English curriculum. In addition, we always aim to provide our students with enrichment activities such as opportunities for Public Speaking and creative writing competitions, as well as supporting the House system in drama, debating and the Spelling Bee. Our constant aim is to underline the importance of English, and develop its significance within the school.

We take great pride in providing our students with a first class education and instilling them with a love of learning.



We would like to appoint an outstanding Temporary Teacher of English. The department is always looking at ways of developing its curriculum and widening the experience for students so expert subject knowledge and a passion to lead extra-curricular activities in English are highly desirable.

Consideration will be given to both experienced teachers and ECTs who wish to develop their teaching expertise in an outstanding school.

For the English department at Heckmondwike, commitment, attitude, ideas, potential and enthusiasm are important qualities.

You will need to:

- believe in our school values of Respect, Responsibility and Excellence and follow our school ethos embedded in our motto of 'Nil Sine Labore' - Nothing Without Work
- be a reflective practitioner wanting to develop and hone your craft to the highest level
- be an inspirational teacher who builds excellent relationships and motivates students

Responsibilities:

Specific responsibilities are set out in a detailed job description.

In addition to this, teachers at HGS are expected to be effective, reflective professionals who challenge and support all pupils to do their best. Teachers at HGS should inspire confidence, build team commitment, engage, and motivate their pupils. They should think analytically about their work and take positive action to improve the quality of pupils' learning.

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They will encourage high standards of academic and personal achievement and be a good role model for the students in the school. They will make an active contribution to the policies and aspirations of the school and their department.

In return we can offer:

- eager and committed students who are keen to learn and progress
- a creative and supportive team, who are driven to support and challenge our students
- well-equipped specialist classrooms
- a learning-centred school where the best possible practice is the priority
- a comprehensive CPD programme and opportunities to develop as a teacher and as a leader
- a vibrant, supportive community of like-minded professionals

What Will You Bring To The Role?

- Suitably qualified – degree in relevant discipline plus teaching qualification
- Up-to-date knowledge of curriculum related issues 11-18
- Skilled classroom practitioner with the ability to inspire and motivate students in KS3 to KS5.
- ICT skills and an understanding of the potential for use of ICT for teaching and learning, including IWB/Powerpoint/VLE/iPad
- Ability to contribute to the wider school life
- Able and confident to contribute to development of schemes of work and teaching and learning materials
- Energy and enthusiasm
- Suitability to work with children

Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality.

We work effectively with our young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go. Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

We also offer a competitive salary, membership of the teacher pension scheme and other well-being benefits.

If you are interested in this position then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

How Should You Apply?

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.



HECKMONDWIKE
GRAMMAR SCHOOL

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JOB DESCRIPTION

POST TITLE:	Temporary Teacher of English
SALARY GRADE:	Commensurate with skills and experience
WORKING HOURS:	0.6 FTE - Temporary from 1st September 2023 until 31st December 2023
RESPONSIBLE TO:	Subject Leader – English

Professional Characteristics

Teachers are expected to be effective professionals who challenge and support all pupils to do their best. Teachers should inspire confidence, build team commitment, engage, and motivate their pupils. They should think analytically about their work and take positive action to improve the quality of pupils' learning. They will encourage high standards of academic and personal achievement and be a good role model for the students in the school. They will make an active contribution to the policies and aspirations of the school and their department.

Teaching

1. To encourage high standards of academic and personal achievement, appearance and conduct in all pupils, taking account of the published aims of the school;
2. To contribute to the teaching and development of a specialist subject or subjects under the direction of the appropriate Subject Leader;
3. To plan and prepare courses;
4. To deliver well-planned and effective lessons designed to meet individual pupil needs including the setting and marking of work to be carried out by the pupil in school and elsewhere;
5. To ensure that adequate homework is set in line with school policy and the published homework timetable;
6. To ensure that pupils' work is regularly assessed;
7. To assess, record and report on the development, attainment and progress of pupils in the form and at intervals required by the school;
8. To use information on prior attainment of pupils to set appropriate targets, provide effective feedback and monitor progress;
9. To analyse the progress and attainment of pupils and teaching groups against internal, local and national data;

Other activities

10. To encourage and foster extra-curricular activities;
11. To be a form tutor of an assigned form and to carry out the related duties described in the Staff Handbook;
12. To provide guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions;
13. To make records of and reports on the personal and social needs of pupils;
14. To communicate and consult with the parents of pupils;
15. To participate in meetings with colleagues, parents and pupils for any of the purposes described above;
16. To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
17. To share responsibility with other users for the care of furnishings, fittings and equipment in any room particularly assigned;
18. To carry out any reasonable professional activity as requested by the head teacher from time to time;

Appraisal

19. To participate in arrangements for appraisal of performance, including that of other teachers;

Review, induction, further training and development

20. To review methods of teaching and programmes of study on a regular basis;
21. To participate in arrangements for further training and professional development as a teacher including those needs identified in appraisal objectives or appraisal statements;

Educational Methods

22. To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline, Health and Safety

23. To maintain good order and discipline among the pupils and safeguard health and safety both on the school premises and when they are engaged in authorised school activities elsewhere;

Staff Meetings

24. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Administration

25. To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for teachers;
26. To attend assemblies, register the attendance of pupils and supervise pupils whether these duties are performed before, during or after school sessions;

Public Examinations

27. To participate in arrangements for preparing pupils for public examinations, in assessing pupils for the purposes of such examinations and recording and reporting such assessments, and participating in arrangements for pupils' presentation for and supervision during such examinations;

Cover

28. To supervise and as far as practicable teach any pupils whose teacher is not available to teach them subject to the limits on cover as defined in the Pay and Conditions document;

UPS 3 Teachers

Teachers on point 3 of the upper pay spine play a critical role in the life of the school. They are highly experienced classroom teachers who will have grown professionally since passing the threshold.

The School Teachers' Pay and Conditions Document 2004 defines additional roles for teachers on point 3 of the Upper Pay Spine:

- to provide a role model for teaching and learning;
- to make a distinctive contribution to the raising of pupil standards;
- to contribute effectively to the work of the wider team;
- to take advantage of opportunities for professional development and use the outcomes effectively to improve pupils' learning.

UPS3 teachers are therefore expected to make a significant contribution to the leadership and management of their departments and the school.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



Person Specification: Temporary Teacher of English

Essential	Desirable	Evidenced by
1. Suitably qualified - degree in relevant discipline plus teaching qualification.	Good honours degree.	Application form, confirmed with original documents.
2. Clear view of the place of the subject in the curriculum and its future development.		Letter. Interview.
3. Evidence of successful teaching and ability to inspire and motivate pupils in KS3 to KS5.	Experience includes successful teaching. Experience of teaching able students.	References. Interview. Lesson observation.
4. Excellent organisational skills and ability to meet deadlines.		References. Interview.
5. Presentational skills, confidence and fluency to deal confidently with pupils, parents and others.		References. Interview. Lesson observation.
6. Open, approachable yet firm in application of standards.		References. Interview. Lesson observation.
7. Commitment to wider life of the department and school.	Evidence of prior commitment to extra-curricular activities.	Letter. Interview.
8. Energy and enthusiasm.		Interview.
9. ICT skills and an understanding of the potential for use of ICT for teaching & learning, including IWB/Powerpoint/VLE/iPad.	Evidence of good ICT training or qualification.	Interview. Lesson observation.
10. Able and confident to contribute to development of schemes of work and teaching & learning materials.	Experience of contribution to creation of schemes of work and/or teaching and learning materials.	Letter. References. Interview.
11. Suitability to work with children.		References. Interview. DBS check.



Ethos, Values & Aims

Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



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STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs. Good All Round helps cover everyday health expenses, so paying for check-ups and treatment isn't as much of a worry. Starting from just £2.22 a week, Good All Round gives you money back on a range of health costs including dental check-ups and treatment, glasses, contact lenses, prescription charges and much more.* No medical is needed and dependent children under 18 are covered for FREE.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

Social Events

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- Complimentary staff breakfasts at the end of term.
- Our end of year barbeque for staff is also very popular and a highlight to the end of the academic year.
- There are numerous ad-hoc social events throughout the year.

Extra-curricular Societies

- On a voluntary basis, all staff are encouraged to run extra-curricular societies. Staff who do so are provided with a free lunch for the whole week.

Refreshments

- Free tea, coffee and biscuits provided each day.
- Meals are provided if you attend a parents evening or after school event.