

Be part of our School community

Teacher of English, KS4 Coordinator Vacancy Information Pack

April 2024

Introducing the English Department

Thank you for your interest in our school



The English department consists of a head of department, a second in department with responsibility for KS5, a KS4 and KS3 coordinator and other teachers with whole school responsibilities. Our overriding aims are to foster a love of reading and to develop expertise in writing; throughout the year groups, girls are taught to read critically and to write precisely.

All pupils in Remove to Sixth Form are taught in mixed ability classes. Each unit has two formally assessed common tasks that allow us to track progress and aid learning.

The Remove (Year 7) study a unit on autobiography, detective short stories, poetry, and an introduction to Shakespeare. All students have surfaces (introduced in Sept 2018) and One Note is used as a primary tool in disseminating resources and collecting work for marking in all year groups.

The Lower Fourth study poetry from different cultures, 'A Midsummer Night's Dream' and 'Blithe Spirit'. Students have two terms of study at Downe House in place of the usual three as they spend a term in a satellite school in Sauveterre, France. Here, they are taught English by the resident English-speaking staff and are studying 'Noughts and Crosses' and a unit on Language: how to compare non-fiction texts.

The Upper Fourth (Year 9) is used to develop many of the skills that are essential for GCSE. Students study 'A Christmas Carol'

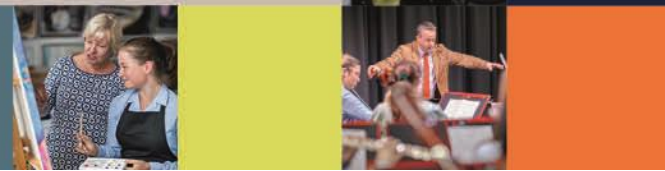
and a play such as 'Educating Rita' or 'The Crucible' in term one. 'Romeo and Juliet' is our Shakespeare text studied in full as preparation for GCSE Literature. The summer term is dedicated to oral work.



Whale Rider', 'Macbeth' 'An Inspector Calls' and a selection of verse from the Edexcel anthology.

Our sixth formers follow AQA English Literature syllabus specification A. The set texts studied for examination at the end of the two-year course are 'Othello'; 'The Handmaid's Tale'; 'Wuthering Heights' or 'The Great Gatsby'; 'A Streetcar Named Desire'; 'Feminine Gospels' (Duffy); a selection of love poetry from the AQA anthology. There is also scope for a range of other texts to be taught as part of the girls' studies: for the coursework/NEA (which is assessed via a comparative academic essay of 2,500 words) girls read widely in a shared area of study.

In the Lower and Upper Fifth (Years 10 and 11) girls are prepared for Edexcel International GCSE Language and Literature. For the literature course, we currently study 'The





Students from every year group are encouraged to make the most of a range of other opportunities such as author talks, debating and the creative writing and to enter both school literary competitions and national creative writing and essay competitions. We celebrate 'World Book Day' each year and last year enjoyed an extended week with the 'Downe House Literature Festival'.

The department is housed in the beautiful environment of the cloisters. It has a shared office and an office for the head of department; lessons usually take place in several of the classrooms nearby. All of the classrooms have digital display screens, and each member of staff uses their surface to teach. We also have a smaller sixth-form seminar room. The Murray Centre library may also be booked for reading lessons for KS3 and it can be used for all ages to research particular topics. It is also a good venue to house extra- curricular events such as revision lectures in UV.



Job Description & Person Specification



JOB TITLE

Full time Teacher of English, KS4 Coordinator

LINE MANAGER

Head of English

JOB PURPOSE

- To share in the teaching of the English curriculum in the appropriate years.
- To be able to teach English at all levels including GCSE and A-Level and to be responsible to the Head of Department for this.
- To take responsibility for Key Stage 4 teaching and learning and to be responsible to the Head of Department for this.
- Potential to be a tutor responsible to the Housemistress/master of the year group, for the pastoral care and monitoring of the academic progress of a group of pupils.

MAIN DUTIES AND RESPONSIBILITIES

To the pupils:

- To prepare and give lessons in line with the agreed syllabus and schemes of work;

- To stimulate and encourage pupils to a high standard of interest and achievement in the subject, ensuring that the needs of each individual are met;
- To mark and assess pupils' work in line with School and departmental requirements, and to record assessments in accordance with the department's and the School's policies;
- To maintain a record of work (including preparations) in sufficient detail for the Head of Department.

To Key Stage 4:

- To review schemes of work to ensure they are appropriate in meeting the School's objectives and the subject specific requirements.
- To give feedback and share good practice or agree improvement plans where necessary.
- To undertake work scrutiny with the Head of Department, give feedback and share good practice or agree improvement plans as necessary.
- To review methods of assessment, including examinations set, to ensure they meet the School's overall objectives.
- To track student progress across key stage 4 and set up any necessary intervention for under-achievement with LS.



Job Description & Person Specification



Recognise and reward student improvement or over-achievement.

- To keep up-to-date with curriculum developments nationally at Key Stage 4, including ISEB (Independent Schools' Examination Board) developments
- To write, mark and manage KS4 scholarship and entry papers with the Head of Department
- To undertake anything else relevant to the role.

To the Department:

- To take part in departmental meetings as required by the Head of Department;
- To participate in the preparation and implementation of the Departmental Development Plan as required by the Head of Department;
- To participate in the development of appropriate syllabuses, materials, and schemes of work and to accept advice and instruction from the Head of Department;
- To help keep up-to-date the department's resources collection
- To contribute to the development of IT within the Department;

- To keep the Head of Department informed of any pupil who may be experiencing difficulties of any kind;
- To attend external INSET courses recommended by the Head of Department and to continue to seek to develop professional skills;
- To evaluate any INSET undertaken as required by the Headmistress;
- To keep an accurate record of text books and to provide the Head of Department with details of any lost or damaged books or resources for billing purposes and re-ordering;
- To aid in the planning, organisation, running and staffing of department trips and events;

To the School:

- To assist with and participate in the induction days before the start of each new academic year if required;
- To assist with the training of any trainee teachers at the school as required;
- To promote among the students, self-discipline and a proper regard for the guidelines on the part of students, and dealing with any infringements of discipline promptly by referring them to the appropriate members of staff.



Job Description & Person Specification



- To advise the Tutor of any pupil who needs care or help, or who does not respond to correction;
- To complete pupil reports as and when required by the deadlines set;
- To ensure that Health and Safety rules are followed, and that the students are also made aware of and comply with them;
- To participate in the supervisory duties shared by all members of staff;
- To maintain high personal standards of prompt arrival for the School day and scheduled lessons and activities, and appropriate professional appearance;
- To seek the Headmistress's authorisation for any absence from the School, and to give notice as early as possible in the case of unavoidable absence through sickness, and to indicate work for classes to follow;
- To participate in the rota of cover for absent colleagues;
- To attend all relevant staff meetings and INSET days;
- To participate in the School's system of performance management;
- To participate in cross-curricular activities as arranged within the School;
- To attend all Parent/Staff meetings and other meetings about students as required by the Headmistress, Deputy Head or Assistant Heads;
- To attend all major School events as required by the Headmistress;
- To maintain up-to-date accurate records of pupil progress;
- To provide any reports required by the editor of the School magazine;
- To ensure that any events or trips are organised according to the School Policy and procedures;
- To maintain regular contact with and a flow of information to the Head of Department, the Housemistresses / Housemasters and the Head of Section on all matters concerning the welfare and progress of individual pupils;
- To take an active part with all members of staff, in encouraging good relations with all members of the local and wider community and ensuring that the School is always promoted positively;
- To undertake such other tasks relevant to the work of the Department or Tutor group, or the needs of the School as these may arise.



Job Description & Person Specification



MEETINGS AND EVENTS

- To attend all relevant staff meetings and INSET days
- To attend all major School events as required by the Headmistress including weekends

SAFEGUARDING AND CHILD PROTECTION

Downe House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Promoting the Welfare of Children policy and procedures at all times.

EQUITY, DIVERSITY, INCLUSION AND BELONGING

Staff at Downe House promote and support an environment that values diversity, inclusion and a sense of belonging.

PROMOTING BRITISH VALUES

Downe House recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the School and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs. All subject areas, and all non-

teaching staff, are responsible for promoting these values when opportunities arise.

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

Downe House is committed to providing CPD opportunities to all our staff. We offer external and internal study opportunities as appropriate and regularly organise engaging and topical training events, which staff are invited to attend.

TECHNOLOGY

As a Microsoft Showcase School, Downe House is committed to preparing our pupils for their future. We use market-leading, Microsoft technologies. As a member of staff, ongoing training and support will be made available to you and you may also be provided with a Microsoft Surface.

Note: This job description is not a comprehensive definition of the post and may be subject to modification at any time after consultation with the postholder.



Job Description & Person Specification



The successful candidate will:

- Be a good honours graduate;
- Have experience of teaching English at KS4, and A level standard (or equivalent)
- Have excellent curriculum knowledge
- Have excellent subject knowledge
- Have experience of teaching bright, highly-motivated pupils
- Be up-to-date with current thinking and practices;
- Be competent in the use of ICT;
- Be able to be an effective Tutor.

The successful candidate should demonstrate the following:

- An appropriate understanding of the whole school business;
- A strong commitment to the Downe House ethos, aims and aspirations;
- Appropriate expertise/knowledge;
- Highly professional approach;
- Integrity;
- Punctuality;
- The ability to prioritise and meet deadlines;
- The ability to work as a member of a team and accept direction;

- The ability to be flexible, adapt to change and new ideas;
- The ability to be proactive and positive;
- Excellent communications and interpersonal skills;
 - Good organisational skills;
 - Good judgement;
 - The ability to be self-critical;
 - The ability to work on own initiative;
 - The ability to teach throughout the School;
 - Strong classroom management and presence;
 - Energy, dynamism and patience;
- The ability to relate well to adolescents and enjoy their company;
- A willingness to participate in the boarding life of the School and contribute to the extra-curricular activity programme;
- A commitment to ongoing training and learning;
- An analytical mind and pro-active approach to problem-solving;
- A sense of perspective and humour;
- Have a commitment to safeguarding and promoting the welfare of children and young people, and adhere to and comply with the School's Child Protection Policy statement at all times.



Training and Development

- Supportive induction
- Regular training | Support for qualifications
- Seminars | External speakers
- Coaching | Career opportunities
- Learning and Research Council
- Exchange opportunities with other schools

Reputation

- Working for one of the leading schools in the country
- Strong reputation
- Forward thinking
- Global links
- International presence

Free Meals and Refreshments

- A choice of complementary delicious meals during your working day in one of our dining rooms
- Free tea and coffee and fruit throughout the day

Support When You Are Ill

- Supportive sickness scheme with generous paid sick leave
- Occupational health service
- Phased return from lengthy absences

Sport and Exercise

- Staff swimming, yoga and use of the gym facilities
- On site exercise classes
- Reduced rates at local gyms and golf courses
- Cycle to work scheme

Technology

- The very latest technology
- Microsoft Showcase School Award
- Microsoft Surface devices
- IT training
- Supportive and approachable IT and AV departments

Staff Wellbeing

- Generous holidays including time off at Christmas for operational & support staff
- Free eye-care vouchers
- Free annual on-site flu vaccinations
- Finding Balance Programme | Head and shoulder massages | Puppy therapy!

Employee Assistance Programme

- Membership of a confidential and free advice and counselling service for you when you need help and support.
- On site Health Centre

Social Activities

- Staff social gatherings and celebrations
- Opportunities to attend School events including high profile guest speakers
- Active Staff Association
- Annual staff summer & Christmas party
- The chance to get involved!

Pension Scheme

- Competitive pensions
- Regular free pension advice and planning clinics

A Special Working Environment

- Woodland school site
- Lovely, accessible grounds
- Plenty of free parking
- Strong links with the community
- Great children to teach and care for!

An Eco-School and Employer

- Green Flag Award
- On site electric car charging
- Cycle to work scheme
- Commitment to being as environmentally friendly and as green as we can be!

Terms, Conditions & Benefits



We offer a range of benefits and competitive terms and conditions and these are outlined below. The information in this document is non-contractual but is designed to give you an overview of the post.

Salary

You will be paid on the Downe House pay scale, and your starting point will be agreed on appointment by the Headmistress dependent on your qualifications and experience.

You may also receive an incremental point each year up to point 12 on the Downe House scale. In addition, the School normally reviews salaries on an annual basis and any pay award agreed by the Board of Governors is implemented annually in September.

Type of contract

The position is for a full time teacher and is offered on a permanent contract, to commence in September 2024 or January 2025. Ideally we are looking for full time however a part time job share could be considered.

Working Hours

Normal school hours are 8.30 to 6.00 Monday to Friday and 8.30 to 12 on a Saturday. There are 57 timetabled 40 minute lessons available across the week. Full time staff normally

teach up to 32 lessons per week and part time staff a proportion of this and are paid accordingly pro-rata. Although we always endeavour to offer stability with regard to the number of lessons and the timetable, this is reviewed on an annual basis by the Headmistress and Academic Deputy and may vary dependent on the needs of the School.

In addition to timetabled lessons, Teachers are also required to assist with duties as required (lunch duty etc) and attend staff meetings, Department meetings, INSET, and parents' meetings. Dates of INSET and staff meetings at the start of each term prior to the return of the pupils, are published in advance so you will have plenty of notice.

Time off

As a general rule full time Teachers may be given time off during the working week. Staff who work on a Saturday morning will be given a full day off where possible and staff who work Monday to Friday will be given half a day if possible. The time off will be dependent on the School timetable and specific days cannot be guaranteed.

Duties

As a busy boarding school, we encourage all staff to play a part in the full life of the School. All full-time staff will be required to complete nine duty sessions per year and part time staff will



Terms, Conditions & Benefits



be required to undertake a proportion of duty sessions in line with their timetable commitment.

A duty is usually considered to be a half day (up to 4 hours) during the weekend or evening. There are many interesting opportunities to spend time with the pupils including theatre visits, sports events, cinema, outdoor activities, open days and many more! Staff are given as much flexibility as possible to select dates and activities that are of interest and/or fit with their home commitments. Full information about our duty system is contained in our Duty Sessions Procedure.

There may be some flexibility on the number of duties for staff who already undertake regular weekend commitments outside the normal teaching timetable as a result of their teaching role. Where appropriate any reduction in the normal nine duties will be agreed by the Headmistress on an individual basis and confirmed in writing.

In addition, you will participate in a rota of cover and other duties during the normal School day, for example lunch duty.

Tutor Responsibilities

As part of your role you may be a tutor to a small group of students (approximately eight) and you will meet with them on an individual basis every week. This is a fulfilling and valuable

role and further information about the responsibilities of being a tutor will be given to you when you join the School.

Pension

On appointment you will be automatically enrolled as a member of the Defined Contribution Pension Scheme with Royal London with options for generous contribution levels.

Holidays

The school holiday year runs from 1st September to 31st August and you are entitled to 5.6 weeks statutory leave, inclusive of public holidays. You are required to take your statutory holiday entitlement during the first arising non-term time periods (aggregated until the statutory entitlement is exhausted) in each holiday year, provided that, during those periods, you are not unavailable for work due to sickness or the exercise of a statutory right (for example paternity leave or maternity leave). Public holidays will be counted as non-term time periods, but days on which you are required to work for the school (such as INSET days, where a public holiday falls during term time, or school trips) will not.

You will not normally be required to attend school during non-term time, but you may be required to work reasonable hours from time to time during School holidays as required.



Terms, Conditions & Benefits



Sick Pay

Once you have passed your probation you will be eligible for our supportive occupational sick pay scheme.

Meals and Refreshments

A wide choice of freshly prepared, nutritious meals are available throughout the day and are free of charge.

Parking

There is plenty of free on-site parking available.

Smoking

Smoking is not allowed in any of the School buildings or on the School site. There is a designated smoking area in the School grounds where staff are permitted to smoke.

Disclosure and Barring Service checks (DBS)

Due to the nature of your role working in a boarding environment with young people, you will be required to undergo an Enhanced Level DBS check. During your employment it will also be important for you to keep us fully informed of any changes that take place that could affect your DBS status.

Internet and Social Media Checks

The School may carry out an internet search and social media check on shortlisted candidates to help identify the candidate's

suitability to work in an environment with children and behaviour that does not support good safeguarding principles. By submitting an application, the candidate is consenting to these checks being carried out.

Staff Facilities and Social Events

Various sports facilities are available on-site including swimming, gym, tennis and squash. At Downe House we enjoy a number of social occasions through the year. This includes a Christmas and Summer Party held in the grounds.

Staff Wellbeing and Support

You will be offered free membership of our Employee Assistance Programme and we also promote a range of other well-being initiatives to support our staff.

Discounted School fees

At the discretion of the Headmistress, staff may be eligible for up to 65% discount on day fees should their daughter be accepted into the School. This discount is on a pro-rata basis for part-time employees.

If you require further information please contact the HR Department on 01635 204712 or email recruitment@downehouse.net

