

# St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



## Key Stage 3 or 4 Co-ordinator for English

**TLR2B £4,830**

To Start 01 September 2019

Application Deadline:

09:30hrs 4<sup>th</sup> March 2019



Belonging

Education

Determination

Excellence

Service

## About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017	2018
Attainment 8	54.9	57.4
Progress 8	+0.48	+0.68
EBACC	43%	49%
EBACC entered	74%	77%
4/C+ English	84%	86%
4/C +Maths	89%	88%

**Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.**



*"A zest for learning permeates the whole school. Teachers' high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience." Ofsted 2017*

# English Department at St Bede's

Our current vacancy is for a Key Stage Co-ordinator to work under the Head of Department overseeing teaching and learning of English at Key Stage 3 or Key Stage 4. The reason for this flexibility is due to internal structuring and some flexibility with current English staffing. We would invite applicants to express an interest in KS3 or KS4 if a particular key stage is preferred.

The English Department, one of the largest in the school, is extremely successful. Teaching staff are very friendly, supportive of each other, professional and highly qualified. It is housed in a suite of eleven rooms and has the use of other rooms in different parts of the building. There is a head of department's office, a designated English work room and extensive teaching resources.

In English, year 7 is taught in mixed ability tutor groups. There is an increasing degree of fine tuning as students move from year 8 to 11, with provision for the most able students as well as those who need additional support in their work.

At GCSE, all students follow the AQA syllabus for English Language and English Literature. For A level, we follow the AQA English Literature syllabus, specification B. Both the GCSE and the AS/A2 courses demand great commitment from the staff and depend for their success on high levels of leadership and efficient organisation. Colleagues are encouraged to develop and share resources, and work collaboratively.

There is an emphasis on developing extra-curricular activities in areas such as creative writing and reading and we work closely with the school library wherever possible.

We are seeking applicants who have the ability to help us maintain our very strong examination results and make a positive contribution to the department.

We would ask candidates to submit their application as early as possible (prior to the closing date) as we encourage candidates to visit the school and discuss the role in more detail. This will take place in the week of the 25<sup>th</sup> February. Interviews will take place in the week of the 4<sup>th</sup> March.

# Job Profile

## **Context**

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

The contractual basis of this post is the current School Teachers' Pay and Conditions Document and any other regulations currently in force.

## **Purpose**

To serve the mission of St Bede's as Christian school by ensuring effective planning, teaching and assessment within English in KS3 or KS4 so that students learn well and make strong progress.

## **Responsible to:**

Head of English

## **Key Accountabilities**

- Planning, monitoring and evaluating the teaching of English in KS3 or KS4 to ensure that students make strong progress
- Working with Head of Department to ensure effective deployment of staff, resources and facilities so that an effective curriculum can be delivered
- Providing and organising a programme of professional development for teachers of KS3 or KS4 English so that the department continues to develop and outcomes continue to improve
- Supporting and sustaining the department's arrangements for communication with students and parents about their learning and the department's work within English in KS3 or KS4, so that they can be active partners in learning and in supporting departmental development

## **Key Responsibilities**

- Monitoring the quality of learning and colleague's work within English
- Contributing to the setting of individual development and performance targets for teaching staff, following processes and keeping records as required by school policies
- Contributing as appropriate to the department's annual plan and its self-evaluation programme
- Ensuring that all learning within English is well-planned, based on the detailed requirements of the course, wider requirements (e.g. ICT use or key skills) and effectively using the best practice and resources
- Ensuring that students are appropriately set in classes that will meet their needs.
- Ensuring that relevant requirements and deadlines are met to ensure that exam entries are made, formal reports produced, records kept, homework set and that other aspects of school policies are implemented
- Planning and implementing the common programme of assessments across the department

- Monitoring student progress within English and planning and supporting intervention by staff to support students whose progress is below expectations
- Communicating effectively with students and their parents so that they know and understand the courses they are following and are enabled to participate actively in their learning including communicating directly with parents or supporting colleagues in doing so
- Co-ordinating and planning the provision of learning resources for English
- Ensuring that there is effective provision for learning beyond the classroom to support teaching and learning within the English department



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Christian Commitment</b>	Able to support the aims and mission of a Christian school including facilitating daily prayer.	Personally committed Christian member of any denomination served by the school.
<b>Education and Training</b>	Graduate teacher of English. Fully qualified teacher	Additional qualifications or academic experience. Able to teach English to A Level.
<b>Curriculum Experience</b>	Meets national standards for NQT Successful teaching across at least KS3 and KS4	Good knowledge of current curriculum developments based on recent CPD Have taught a range of abilities
<b>Pastoral Experience</b>	Meets national standards for NQT Successful experience working with young people in a pastoral capacity (e.g. as form tutor, youth worker, voluntary work)	Proven commitment to extra-curricular activities
<b>Personal Qualities</b>	In good health Reliable and trustworthy Committed to learning and pedagogy Sense of humour Calm under pressure Able to work well in a team and support colleagues Quick learner Flexibility to change	

# How to Apply

If you would like to apply please complete our application form for teaching posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

[jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

or sent by post to:

HR Team  
St Bede's School  
64, Carlton Road  
Redhill  
Surrey  
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to [jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

**The deadline for receipt of completed applications is**

**09:30 hrs on 01<sup>st</sup> March 2019 – Applications will be reviewed on receipt and school visits / interviews may be arranged before the deadline.**

We look forward to hearing from you.



Our data protection policy for job applicants is available at:

<http://www.st-bedes.surrey.sch.uk/3041/data-protection>

# Quotes from our Ofsted Report

## January 2017

*"Pupils conduct themselves impeccably in lessons and around the school. They are polite and welcoming to visitors and wear their uniforms with pride".*

*"Teaching in the sixth form is consistently challenging. As a result, students are motivated to learn and achieve excellent outcomes".*

*"Teachers go the extra mile to meet pupils' individual needs exceptionally well. Their detailed subject knowledge, clear explanations and expert use of questioning ensure that pupils make rapid progress in their learning".*

*"Pupils are exceptionally well prepared for their next steps. A higher than average proportion of pupils, including disadvantaged pupils and those who have special educational needs and/or disabilities, progress to further education, employment or training. These destinations match pupils' career paths closely".*

*"The headteacher has created an open, tolerant and ambitious culture, underpinned by the Christian ethos of the school. He is a highly visible and approachable figure, well respected by staff, pupils and parents alike. Consequently, relationships between staff and pupils are exceptionally strong, and there is a purposeful and scholarly atmosphere throughout the school".*

*"Parents are overwhelmingly positive about the school. They value the school's nurturing climate, the range of opportunities available to their children and the visible and approachable leadership of the headteacher".*