



BYRCHALL HIGH SCHOOL

LIVE TO LEARN LEARN TO LIVE

TEACHER OF ENGLISH (Maternity Cover)



CANDIDATE INFORMATION PACK



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October 2017

Dear Applicant

Re: Teacher of English

Many thanks for your interest in this post. Please find enclosed the following documents:

- ◆ Job Description
- ◆ Person Specification
- ◆ Application Form
- ◆ Information about the School
- ◆ Information about the English Department

Applications should be returned to the school office no later than the deadline of **Friday 20th October 2017, 12 noon.**

If you have any questions about this post, or wish to visit the school, then please don't hesitate to contact the Head of English, Mr I Barry (ibarry@byrchall.wigan.sch.uk)

Yours sincerely

Mr A R Birchall

Headteacher



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GENERAL INFORMATION

Formerly the Ashton Grammar School, Byrchall High School is now an 11-16 co-educational Comprehensive School of 900 students. The school takes its name from Robert Byrchall, the original founder of the school in 1588.

The current Byrchall High School is a modern, forward looking establishment. We aim to be at the forefront of teaching and learning developments and are highly committed to CPD. Our emphasis on learning and achievement is allied to a strong moral and ethical dimension that reflects our founding principles.

Byrchall High School has a truly comprehensive intake, ranging from students who will go on to study at top universities to those who have learning difficulties. All students are valued equally. The latest OfSTED inspection in March 2015 described the school as a “good” school, where teaching is “good” and the students attain above average results in examinations. They also comment on how students appreciate their teachers’ efforts and respond by working hard and behaving well; they are welcoming and polite to each other and to adults.

The school is situated on a very pleasant site on the outskirts of the small town of Ashton-in-Makerfield in the Wigan Local Authority. The school is opposite Haydock Park Race Course and very close to the junction of the A580 and the M6 motorway; it is, therefore, easily accessible from any number of directions and within easy reach of Manchester and Liverpool.



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English Department

Creating opportunities for students to develop a love of the English language lies at the heart of the English department. With a team of ten subject specialists, we work hard to provide students with a range of classroom activities linked to the expansion and consolidation of their reading, writing, and speaking and listening skills. We are passionate about storytelling in all its forms.

We are a friendly, warm and welcoming team. The English department is well-supported with an experienced management team, which includes our Head of Faculty, Lead Practitioner, Second in Department and Literacy Coordinator. We are represented well in SLT; our Deputy Headteacher is an English specialist as is one of the Assistant Headteachers. We lead on Literacy across the curriculum and manage the operation of the Library. We manage the school radio station.

We are a well-resourced department housed in a block of seven dedicated English classrooms. We have a designated workroom and office where teachers have additional private space to work outside their classrooms.

Key Stage 3 and Year 10 students enjoy four one-hour lessons per week; Year 11 benefit from five. Key Stage 3 students study texts from a range of genres, forms, styles and eras. In each year they investigate Shakespeare, read a novel, discover poetry, explore pre-20th Century texts and undertake a range of fiction and non-fiction writing. With a view to further increasing student challenge and enjoyment, we conducted a review of the Key Stage 3 curriculum and successfully launched our new programmes of study in September 2016. Feedback has been really positive from students, staff and visitors. At Key Stage 4, students follow the AQA syllabus for both GCSE Language and Literature. The department have worked collaboratively to develop a plethora of resources to aid the teaching of these new examination specifications. Many of our students go on to study English at sixth-form college.

Extra-curricular activity is high on our agenda as it encourages student engagement in our subject. We run a number of clubs, such as: Word Wizards, Reading Club and Creative Writing. Over the last twelve months we have taken students out on a number of performance trips, including: *Blood Brothers*, *The Woman in Black*, *Pygmalion*, *Fantastic Beasts and Where to Find Them*, *Of Mice and Men* and *An Inspector Calls*. We are already in the planning stages of further enrichment trips for the next academic year. We recently showcased a number of National Theatre Live productions through our school cinema; these events were well-attended. With a view to enlivening reading outside the classroom, we participate annually in The Big Book Quiz, promote opportunities for parents and their



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children to read together through our Reading Programme and celebrate World Book Day annually. Students work with our School Librarian to select new titles for the library. Writing beyond the classroom is encouraged and students have had their work published in a number of professional publications. A large number of entries for Radio 2's 500 words competition were submitted earlier this year and as part of our on-going focus on Literacy, we have recently completed our second annual Spelling Bee competition. We are in the process of organising our first Speaker of the Year competition to further develop students' oracy skills.



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1. INTRODUCTION

MAIN PURPOSE

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.

Monitor and support the overall progress and development of students as a teacher/ Form Tutor

Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

Contribute to raising standards of student attainment.

Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Line Management:

Reporting to - Head of Department
Responsible for - No line manager responsibility

Liaising With:

Headteacher, senior leadership team, teachers and support staff, LA representatives, external agencies and parents.

Salary Scale:

Classroom Teachers' Pay Scale

Working Time:

Full time as specified within the STPCD

DBS Disclosure Level:

Enhanced

2. TEACHING

- 2.1 Teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- 2.2 Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- 2.3 Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 2.4 Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- 2.5 Undertake a designated programme of teaching.



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- 2.6 Ensure a high quality learning experience for students which meets internal and external quality standards.
- 2.7 Prepare and update subject materials.
- 2.8 Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 2.9 Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 2.10 Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- 2.11 Mark, grade and give written/verbal and diagnostic feedback as required.
- 2.12 Some teaching outside the English Department may be required.

3. STRATEGIC/ OPERATIONAL PLANNING

- 3.1 Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.

- 3.2 Contribute to the curriculum area and department's development plan and its implementation.
- 3.3 Plan and prepare courses and lessons.
- 3.4 Contribute to the whole school's planning activities.

4. CURRICULUM PROVISION

- 4.1 Assist the Head of Department, the Deputy Head Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

5. CURRICULUM DEVELOPMENT

- 5.1 Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.



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6. STAFFING

- 6.1 Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- 6.2 Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- 6.3 Engage actively in the performance management review process.
- 6.4 Ensure the effective/efficient deployment of classroom support
- 6.5 Work as a member of a designated team and to contribute positively to effective working relations within the school.

7. QUALITY ASSURANCE

- 7.1 Help to implement school quality procedures and to adhere to those.
- 7.2 Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.

7.3 Review from time to time methods of teaching and programmes of work.

7.4 Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

8. MANAGEMENT INFORMATION

- 8.1 Maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- 8.2 Complete the relevant documentation to assist in the tracking of students.
- 8.3 Track student progress and use information to inform teaching and learning.

9. COMMUNICATIONS AND LIAISON

- 9.1 Communicate effectively with the parents of students as appropriate.
- 9.2 Where appropriate, communicate and co-operate with persons or bodies outside the school.
- 9.3 Follow agreed policies for communications in the school.



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9.4 Take part in liaison activities such as parents evenings, review days and liaison events with partner schools.

9.5 Contribute to the development of effective subject links with external agencies.

10. MANAGEMENT OF RESOURCES

10.1 Contribute to the process of the ordering and allocation of equipment and materials.

10.2 Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.

10.3 Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

11. PASTORAL SYSTEM

11.1 Be a Form Tutor to an assigned group of students.

11.2 Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.

11.3 Liaise with a Pastoral Leader to ensure the implementation of the school's pastoral system.

11.4 Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.

11.5 Evaluate and monitor the progress of students and keep up-to-date student records as may be required.

11.6 Contribute to the preparation of action plans and progress files and other reports.

11.7 Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.

11.8 Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.

11.9 Contribute to PSHCE and citizenship and enterprise according to school policy

11.10 Apply the behaviour management systems so that effective learning can take place.



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12. SCHOOL ETHOS

- 12.1 Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- 12.2 Support the school in meeting its legal requirements for worship.
- 12.3 Promote actively the school's corporate policies.
- 12.4 Comply with the school's health and safety policy and undertake risk assessments as appropriate.



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PERSON SPECIFICATION

TEACHER OF ENGLISH

QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT	Essential	Desirable
Qualified Teacher Status	✓	
An Honours Degree		✓

KNOWLEDGE AND UNDERSTANDING		
Understanding of curriculum requirements for English and requirements for assessment, recording and reporting of pupils' attainment and progress.	✓	
Cope securely with subject related questions pupils raise.	✓	
Understand how pupils' learning in the subject is affected by their physical, intellectual, emotional and social development. Developments in the National Curriculum / GCSE	✓	
Ability to use ICT effectively		✓

PLANNING; the ability to:		
Identify clear teaching objectives and content and specify how these will be taught and assessed.	✓	
Set tasks which challenge pupils and ensure high levels of pupil interest.	✓	
Set clear targets for pupils' learning.	✓	
Provide clear structures for lessons and for sequences of lessons, in the short, medium and longer term which maintain pace, motivation and challenge for pupils.	✓	
Make effective use of assessment information when planning.	✓	
Ensure effective coverage of examination syllabuses and NC programmes of study.	✓	



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TEACHING AND CLASS MANAGEMENT; the ability to:		
Use teaching methods which sustain the momentum of pupils' work and keep all pupils engaged.	✓	
Monitor and intervene when teaching to ensure sound learning and discipline.	✓	
Set high standards of behaviour through well focused teaching and positive relationships.	✓	

MONITORING, ASSESSMENT, RECORDING, REPORTING; the ability to:		
Mark and/or monitor pupils' assigned classwork and homework providing constructive feedback and setting targets for pupil progress.	✓	
Assess and record each pupil's progress systematically.	✓	
Prepare and present information reports to parents.	✓	
Assess pupils against attainment targets.	✓	

OTHER PROFESSIONAL REQUIREMENTS		
Undertake duties as set out in the Teachers' Pay and Conditions document.	✓	
Understand teachers' legal liabilities and responsibilities.	✓	
Establish good relationships with colleagues.	✓	
Carry out their duties in accordance with guidance from their line manager.	✓	
Participate in Continued Professional Development.	✓	
Provide pastoral support as a Form Tutor	✓	