



## Leehurst Swan School

**TEACHER OF ENGLISH KS3 & KS4 and HUMANITIES KS3**

**CANDIDATE PACK**



### **THE SCHOOL**

Leehurst Swan is a leading, co-education independent school based in the city of Salisbury, Wiltshire. With currently over 180 pupils on roll aged 4 to 16 and an Outstanding ISI inspection rating in 2017; the School is under the leadership of Mrs Mandy Bateman and was found compliant in all components of the Regulatory Compliance Inspection that was conducted by the ISI in 2020.

Leehurst Swan School has a truly unique offering and a warm and authentic family feel where every member of the community is encouraged to 'Find Your Voice'.

At Leehurst Swan, our pupils are at the heart of everything we do. We recognise the uniqueness of each child and it is our privilege to guide them on the road to discovering their talents and achieving their true potential. We offer a family-friendly, nurturing environment based on Christian values, and a broad and varied education which both stimulates and challenges. We seek to encourage a true enthusiasm for learning, and to help

pupils grow in knowledge, wisdom and understanding, whilst preparing them for their future beyond school.

We have been educating children on this site for over 100 years and our academic record is very strong. However, we also firmly believe learning should be imaginative and fun, and we place learning and laughter at the heart of all that we do. We are a small school, which allows us to provide individual attention, exciting opportunities and creative activities for all our children.

### **THE ROLE**

This is a part-time (0.6 to 0.8 FTE) teaching position for the new academic year.

We are looking for a dynamic and highly skilled teacher of English (KS3 & KS4) and geography and history (KS3) who can deliver inspiring and engaging teaching of English and senior humanities at Leehurst Swan School.

We can offer an excellent school environment, small classes with highly motivated pupils and a supportive, friendly and warm staff within a well-organised and professional organisation.

### **APPLICATION PROCESS AND IMPORTANT DATES**

Applicants should download and complete the school's application form and provide the following documents:

- A covering letter highlighting any strengths and reasons for applying for the post;
- Submit a current copy of their Curriculum Vitae.
- The completed application form

Applications should be emailed to Mrs Lindsay Chater [bursar@leehurstswan.org.uk](mailto:bursar@leehurstswan.org.uk)

Leehurst Swan School is committed to safeguarding and promoting the welfare of children and young people. All our staff are trained in child protection and work within the staff code of conduct and whistle blowing policies.

Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

If you would like further details about the school, or you would like to have a look around the school, please contact the School Office in the first instance.

Closing Date for Applications: midday Friday 3<sup>rd</sup> May 2024

Interview Date: Friday 10<sup>th</sup> May 2024

Start Date: Monday 2<sup>nd</sup> September 2024

Candidates will be expected to teach an observed lesson and be able to attend the specified interview date.

## **JOB SUMMARY**

### **Key Responsibilities**

- Responsibility for the planning and teaching of a broad, balanced and stimulating English to KS3 and KS4 and history and geography to Y7 & Y8.
- Ensure that the curriculum is appropriate to the needs and abilities of each group, and of individuals within the group, and that expectations are realistically high to see that gifted pupils are stretched, and weaker pupils encouraged.
- Use the school data from MidYIS and YELLIS scores and SchoolBase tracking to help inform teaching, curriculum and assessment.
- Assessment and recording, reporting on pupils' progress and attainment including end of term reports, internal examinations and tests and external examination requirements for English iGCSE (Cambridge).
- Set regular and appropriate homework tasks and mark class and homework according to the school's marking policy.
- Ensure that the subjects and their demands are understood as fully as possible by parents, using methods agreed as a whole school policy, such as brochures.
- To manage classroom and teaching equipment and understand and contribute to the Health and Safety requirements within classrooms and the school.
- Take an active part in curriculum development and innovation within English and humanities (excluding religious studies) including the organisation of educational trips.
- Take responsibility for the routine administration for the delivery of English and humanities (excluding religious studies).
- Promote the subjects and help to keep the profile of English and humanities studies high throughout the school.
- Take responsibility for an area of display in the department and other areas of the school as appropriate.

### **Wider contributions to the school**

- be committed to the safeguarding of all pupils at the school;
- teaching engaging and inspirational lessons which promote excellence and enjoyment of English, geography and history studies;
- A willingness to offer extra-curricular activities.

- liaise with the Marketing department with photographs and articles with regard to events and achievements in history and religious studies;
- maintain effective, efficient and positive communications with pupils and parents of senior pupils through both formal and informal channels;
- attending staff meetings, INSET, departmental meetings, parents' meetings etc. as required by the Headteacher;
- attending open mornings, school events and functions which will include some evenings and Saturday mornings.
- to carry out a share of supervisory duties
- to provide cover and examinations assistance as required

**The successful candidate will be:**

- suitably qualified for the responsibilities of the post
- ambitious for young people and for themselves
- keen to continually develop their practice, sharing what works best with teaching staff
- an enthusiastic teacher who can motivate and challenge students
- a strong team player; well qualified, keen and enthusiastic with the ability to inspire students to enjoy learning and achieve across the age and ability range and will set high standards for themselves and our pupils
- show good listening skills and respect for all pupils
- can demonstrate high standards in the necessary professional competencies required of teachers
  - subject knowledge and application
  - classroom management
  - assessment, recording and reporting students' progress
  - teaching effectively throughout age and ability range.

## PERSON SPECIFICATION

Degree or equivalent
Teaching qualification
QTS status achieved
Further qualifications
Curriculum knowledge
Relevant experience
Range of teaching strategies
Inspiring teacher
Team player
Empathetic
High pastoral care
Supports school ethos
Respect for colleagues
Sense of humour
Flexibility
Effective communicator
Role model
Emotionally intelligent
Resilient
Good time-management skills
Good listener
Accept criticism
Inspire confidence in pupils
Communicates well with parents