



Headmaster T N M Lawson MA (Oxon)

Teacher of English

September 2019

Introduction

The College seeks to appoint an inspirational and energetic, full-time Teacher of English from September 2019. The right person will have a marvellous opportunity to work in a stimulating environment, where resources, buildings, colleagues and pupils all strengthen the process of teaching and learning.

The position would suit an NQT, an experienced teacher wanting to put his or her experience to use in a different context, someone returning to teaching, or a high-calibre graduate without a formal teaching qualification but with the right skills and vision to inspire and motivate young people. The second in department role may be available to a suitably skilled and experienced candidate.

The College

Eastbourne College is a co-educational HMC independent school of just over 630 pupils, of whom half are full-time boarders. It is a strong community with excellent links with local schools and the remarkable town in which it is located.

Academic standards are very high with an average of 80% of A-level grades being awarded A*, A or B over the last ten years. At GCSE approximately two thirds of all grades awarded are A*, A or equivalent. The College recruits from a wide ability range and value added outcomes are exemplary. The majority of College leavers enter higher education in leading universities at home or abroad.

The College is run as a seven day week, full boarding school. Day pupils share the same wide curriculum as boarders and enjoy equal access to the physical and human resources of the school. Day pupils can complete their prep in Houses; buses run at both 18:00 and 20:00 on weekday evenings.

We are proud of our rich cultural and sporting traditions. The recently built Birley Centre is a hub of music practice, performance, composition and recording. There is an established partnership with Glyndebourne and links with Ballet Rambert, local artists and musical ensembles. College artists exhibit in London, actors have starred in film and TV; the Design & Technology department wins an extraordinary number of Arkwright scholarships. We have an enviable reputation for sport both regionally and nationally. Eastbournians frequently represent the county in hockey, rugby, cricket and netball; several old Eastbournians have gone on to achieve international honours. There are also thriving CCF, D of E and service programmes.

As we celebrated our 150th year, the College completed the most ambitious development project in its history. *Project 150* saw the delivery of over 30 state of the art classrooms, ICT suites, a new swimming pool, café, school shop, dance studio, sports hall, squash courts, dining hall and fitness suite. We believe that the College has some of the best facilities of any school in the UK. For further information about Project 150 and our future development plans, please visit the website:

<https://www.eastbourne-college.co.uk/about-us/our-future/>

Eastbourne College places great emphasis on the importance of developing a school in which education is built on core values and positive, supportive relationships. These central qualities will endure long after a student moves on from the College. The five key values of participation, the pursuit of excellence, integrity, courtesy and kindness are, it believes, the bedrock upon which every child's education should stand, providing them with the wherewithal to flourish both at school and beyond.

More information about the College may be found by visiting the website:

www.eastbourne-college.co.uk

News of latest events can also be found by visiting our Facebook page:

<https://www.facebook.com/EastbourneCollege>

The Post

The successful applicant will be expected to teach English and English Literature to pupils of all abilities throughout the school. The second in department role may be available to a suitably skilled and experienced candidate.

All members of Common Room are expected to play an additional part in the broader life of the College, e.g. by acting as a tutor in one of the day or boarding Houses, by offering their expertise in coaching team sports, or contributing to music, drama, debating etc. The department has a long tradition of wide and varied contribution, recognising the value it brings to relationships with pupils in the classroom.

The College has its own salary scale and the successful applicant will be placed on the scale at a level commensurate with their experience and qualifications. Accommodation may be available for single or married applicants, including those with families. Teaching staff benefit from generous rates for the education of their own children both at the College and at St. Andrew's preparatory school.

The Department

The department consists of nine teachers with a vast array of experience, and is centrally located in the heart of the College campus. Each teacher has a spacious and modern classroom of their own, complete with Prowise board and sophisticated audio/visual equipment. The Department also houses its own seminar room and a sixth form reading room.

All pupils in year 9 follow a course forging core literature and language skills in preparation for their GCSE years. The College currently follows Edexcel English literature and English language specifications at GCSE level.

At A-level pupils follow OCR English Literature. Over 70 pupils are currently taking English literature in the sixth form. In the past few years pupils have received offers from some of the country's very best universities to read English.

Teachers are encouraged to follow their own interests within the scope of these courses.

The English department is thriving, with regular trips to the Cheltenham and Charleston Literary Festivals as well as frequent visits to local and London theatres. We also enjoy a dedicated 6th form lecture day, regular junior and senior literary society meetings, as well as plenty of visiting speakers and writers coming to the College.

Job Description

- 1. Job Title:** Teacher of English
- 2. Responsible to:** The Head of English
- 3. Job Summary:** To teach English to pupils of all abilities throughout the school. To play a full role in the development of pupils by contributing to the academic, pastoral and co-curricular life of the College.

4. Duties and Responsibilities

Academic

- a) To teach English to GCSE and A-level as arranged by the Head of Department (HoD) and the Deputy Head (Academic)
- b) To prepare and teach lessons in accordance with programmes of study and schemes of work drawn up by the HoD.
- c) To plan lessons such that there is variety, challenge and measurable progress in pupil learning.
- d) To expect and promote the highest standards of pupil behaviour both in and out of the classroom.
- e) To provide differentiated activities to ensure that learning is appropriate and accessible to all.
- f) To set and mark prep in accordance with College and Department policy.
- g) To keep up to date records of pupil progress, sanctions and rewards.
- h) To make a contribution to the strategic development of the department.
- i) To promote and support the wider work of the department through enrichment activities.
- j) To make regular formative assessment of pupil progress through the eRC system as scheduled by the Deputy Head (Academic).
- k) To attend INSET and seek opportunities for CPD in consultation with the HoD and the Head of Staff Development.
- l) To attend parents meetings and other academic events as requested by the Headmaster or other member(s) of the Senior Management Team.
- m) To assist in the setting and marking of internal examinations as requested by the HoD.
- n) To assist in the marking and moderation of coursework, controlled assessment etc. as requested by the HoD.
- o) To attend department meetings as requested by the HoD.
- p) To attend staff meetings as requested by the Headmaster.
- q) To carry out any other duties associated with the role as requested by the Headmaster or Senior Management Team.

Pastoral

- a) To promote and uphold the College's core values both in and out of the classroom.
- b) To support the development of all pupils through the unspoken curriculum (the way pupils learn to treat each other and the way they are expected to behave).
- c) To be a tutor in a day or boarding house as directed by the Deputy Head (Pastoral).
- d) To act as tutor to a group of tutees as directed by the Housemaster or Housemistress (Hsm).
- e) To hold regular meetings with tutees to discuss academic progress and any pastoral issues.
- f) To discuss eRCs with tutees and comment as appropriate.
- g) To support the Hsm and House by attending house activities and events.
- h) To support tutees in their wider College lives.
- i) To attend chapel alongside tutees at weekly chapel services and any other school congregational events as requested by the Second Master.

Co-curricular

- a) To play an active role supporting the games and activities programme as directed by the Deputy Head (Co-curriculum).
- b) To provide team /activity lists and carry out other administrative tasks as requested by the Deputy Head (Co-curricular) or the Director of Sport.
- c) To attend INSET and other training courses as appropriate.
- d) To play a role supporting either the CCF or Service (S@S) programme

Other duties

- a) The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.
- b) If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.

In making the appointment the Headmaster will have regard to the experience and potential specifically exhibited by candidates. The exact delineation of responsibilities will be determined by the strengths and interests of the appointee.

This job description may be altered to meet changing educational context at the discretion of the College.

Person Specification

Applicants should be able to demonstrate the following:

Attribute	Essential	Desirable
Education and Training	<ul style="list-style-type: none">• Educated to good degree standard (or equivalent) in English or a closely related discipline	<ul style="list-style-type: none">• Teaching qualification• Higher degree

	<ul style="list-style-type: none"> Evidence of continuous personal and/or professional development 	
Knowledge and Experience	<ul style="list-style-type: none"> An ability to teach English to GCSE and A-level Involvement in, and support for, co-curricular activities relevant to the College 	<ul style="list-style-type: none"> Schools experience Experience of working in a boarding/residential environment Experience in academic leadership Experience of teaching English as a second language
Skills	<ul style="list-style-type: none"> Excellent communication and listening skills Strong organisational and administrative skills A high level of ICT competency An inclusive manner and the ability to work in a team The ability to interpret quantitative and qualitative feedback; to monitor and evaluate 	
Personal Qualities	<ul style="list-style-type: none"> A belief in the College's core values and the determination to uphold them An ability to set deadlines, meet them and manage expectation against them An ability to build, foster and sustain positive relationships with all in the College community Patience, compassion, courage, resolve and objectivity. Dedication, loyalty, commitment and positivity Capacity for hard work Being a positive role model for all in the College community by virtue of approachability, personal conduct and standards of expectation. 	

Salary and Conditions

The College has its own salary scale and the successful applicant will be remunerated at a level representing their qualifications, skills and experience. Specifics of this can be discussed with the Headmaster at interview.

The College offers generous packages of additional benefits and pay; all staff are on a salary scale above the national average and have opportunities for salary progression.

Accommodation may be available. The successful candidate will also benefit from a generous rate for the education of their own children, both at the College and at St. Andrews Prep.

All appointments are made subject to a satisfactory medical disclosure, an enhanced check with the DBS and any other pre-employment checks deemed necessary by the College.

The College is a non-smoking establishment and an equal opportunities employer.

How to Apply

In order to apply, please send the completed application form, together with a letter of application (addressed to the Headmaster). Please also provide the contact details of at least two referees, one of whom should be your current employer (if appropriate).

Your letter of application should evidence your suitability for the post against the job description and person specification described above.

Electronic applications are welcome and should be sent to applications@eastbourne-college.co.uk

All applications must be received by noon on **7 June 2019**.

All candidates will be contacted shortly after the closing date with interviews taking place at the College thereafter.

Postscript

There are many attractions to teaching at Eastbourne College, not least its location on the south coast in the sunniest part of the country.

The College provides a safe urban environment in an attractive part of a peaceful town where pupils have easy access to shops, cinemas and theatres at appropriate times, and this strengthens the boarding experience. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes). The beach and sea are a five minute walk away and the South Downs (the newest National Park) are literally on our doorstep.

The school is a strikingly happy, cohesive and coherent community. We look forward to meeting you.

May 2019