

# SOUTHEND HIGH SCHOOL FOR BOYS



## RECRUITMENT PACK For Part-Time Teacher of English



### **Message from Dr Robin Bevan, Headteacher**

Since September 2007, I have been delighted to serve as Headteacher at Southend High School for Boys. Every day is rewarding. I enjoy being a part of this school and helping to shape our future. Please look at our website – it will help give you a sense of our values, offers an insight into the vibrant activity that fills each week.

At Southend High School for Boys, talent is nurtured and learning is valued. Challenge is welcomed, participation is expected and achievement is prized. Pupils are happy, and prosper at the school.

As a grammar school, high academic expectations are central to our purpose, and these are sustained through an extensive programme of support and guidance. Pupils develop their confidence and enthusiasm through a wide range of creative, sporting and other endeavours.

Southend High School for Boys stands on a superb site within walking distance of Prittlewell Station and the centre of Southend. Pupils retain fond memories of their years at the school, and stay in contact for many years.

Our school preserves values and traditions from the past, and prepares pupils through a contemporary curriculum for the world of tomorrow.

*"Contemporary traditions: one with future and with past"*



## Information about the school

Southend High School for Boys (SHSB) is an '*Outstanding*' school (Ofsted 2015), rated as outstanding against every one of the inspection criteria. It is one of four selective schools within the Borough of Southend. The main school, years 7 to 11, is single sex boys whilst the large sixth form is coeducational. It is situated thirty miles from London on the Thames Estuary and is close to main road and rail links from London, and to Chelmsford and Cambridge. SHSB has '*an ethos of excellence in both academic achievement and a wide range of activities [that] permeates all aspects of the school*' (Ofsted 2015). At SHSB talent is nurtured, learning is valued, challenge is welcomed, participation is expected and achievement is prized. SHSB is not only a lively and stimulating institution, but also a welcoming community with an open and friendly approach.

In April 2006 we became a Leading Edge school. This accolade gave recognition to our programmes for improving learning and for encouraging innovation. Our philosophy is to share good practice, encourage creativity and nurture innovation so our pupils benefit from a stimulating learning experience and our staff benefit from collaboration and professional development with like-minded enthusiastic individuals. The school is strongly committed to supporting staff in their educational research and gives time allowances and subsidies for this. Over a third of our staff have achieved higher degrees during their time with us. We regularly support other colleagues in other schools and have a wide ranging professional development programme.

We were the first secondary school in the Eastern counties to receive the Challenge Award and the 22<sup>nd</sup> school nationally. Assessors in the report commented: '*Southend High School lives up to its aim of 'Nurturing and Supporting Young Talents' through offering exciting and stretching opportunities for learning well beyond those offered in many other schools. Pupils make full use of these opportunities, share responsibility with staff for setting and achieving challenging targets for themselves and are proud of their achievements. Challenge is firmly embedded in all aspects of school life*'. We are also pleased to be in receipt of the Sportsmark Award which recognises the excellent provision and opportunities given to our sportsmen. We are proud of the fact that our most able athletes have competed in international competitions, have represented England at World Schools Championships in cross country and athletics and have won over 20 national titles in the last 10 years. Likewise our staff is also committed to healthy living; having designed well-being programmes for staff and organised social events such as cooking classes and relaxation sessions.

SHSB has been recognised as a centre of excellence for the teaching and learning of modern foreign languages and received the Leading Aspect Award in recognition of the foreign language work we have undertaken with local primary schools. We are in receipt of the full International Award.

The school offers an extensive range of extra-curricular activities and has an excellent reputation locally for its music, science and drama. All pupils and staff are encouraged to get involved and to follow their interests and share their passions with others; hence, we have activities ranging from the debating society to Warhammer! In the science department there is a thriving Science Society which has well over a hundred members.

The pupils on roll benefit from modern and specialist facilities. In September 2005, our Sports & Music Centre was opened, which comprises a 5-court sports hall, a recording studio and music practice rooms and in July 2007 we completed building our Drama Studio. Members of staff are encouraged to use the sports facilities and as such a number use the gym. In science we have extended a number of laboratories to cater for the increased numbers of students who have opted to follow science courses in the sixth form. Further investment has been made in ICT resources with an upgrade of computer suites as well as all classrooms having interactive whiteboards and/or projectors. A dedicated Maths building was completed in 2011 and 2018 saw the completion of our new Hitchcock building which contains a state-of-the-art library, additional teaching space and pastoral offices. The main school's admission number each year is 180, split into six forms of 30. The present teaching staffing complement is 67 full-time equivalent, with 49 support staff (full and part-time), who support teaching and learning in various capacities. Currently the school operates with 50 one hour periods per fortnight, the school day running from 8.30am -3.30pm.



October 2019

Dear Applicant

**Post: Part-time Teacher of English**

Thank you very much for viewing this recruitment pack. The school and governing body are committed to providing a high quality service so that every child fulfils his or her potential. We recognise that this can only be achieved through the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The governing body is committed to equal opportunities and our aim is to ensure that all applicants receive clear and useful information about the post and our school. We hope, therefore, that the following information is of help to you in deciding whether to apply for this post. If you are unclear about any aspect of the application procedure, please do not hesitate to telephone Ms Amanda Lane, HR Manager, on 01702 606208 (or email [recruitment@shsb.org.uk](mailto:recruitment@shsb.org.uk))

Applications will only be accepted on an application form (lone CV's are not accepted and will not be considered). CV's may be submitted **in addition** to the application form in order to supply additional information. Southend High School for Boys application form is located on our website [www.shsb.org.uk](http://www.shsb.org.uk)

*Please return all completed applications by midday on **Friday 25<sup>th</sup> October 2018** to [recruitment@shsb.org.uk](mailto:recruitment@shsb.org.uk)*  
*We will be reviewing and calling applicants to interview as applications are received, and prior to the closing date.*

**Any response will be by email; therefore, please include your contact email address together with an email address for referees where possible.**

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

Please note that we will not be writing to those applicants who are not shortlisted. Therefore, if you do not hear from us within four weeks of the closing date you should assume that, on this occasion, your application has been unsuccessful.

We wish you all the best with your application.

Yours sincerely

Robin M Bevan  
**Headteacher**



# **SOUTHEND HIGH SCHOOL FOR BOYS**

## **ENGLISH DEPARTMENT**

Southend High School for Boys is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

### **Aims**

Our aim is to stimulate a passion for the English language in all its forms, and to develop students' abilities to think independently and in creative ways. We aim to deliver high quality lessons that make an effective and imaginative use of time in the classroom so that students are engaged and challenged by their learning. We also endeavour to secure the very best possible achievement for all pupils, consistent with their individual needs and potential. We want all students to prosper and be invigorated by their experiences in the classroom.

### **Curriculum and Assessment**

Students in KS3 have 6 one hour lessons per fortnight and from September 2018 KS4 students will have 7 one hour lessons in Year 10 and Year 11.

Students begin their GCSE courses in Year 9 and follow AQA specifications in both English Language and English Literature. The AS/A2 courses are also AQA: students are able to study either English Literature or English Language and Literature. The subject is popular at A Level and we currently have three classes at AS level and another three classes at A2.

Extra-curricular activities include a wide range of theatre and cinema trips. The Debating Society is also over-seen by the department and its activities include regular debates, the annual House Debating Competition and entry into national competitions such as the Debating Matters competition. There is a Reading Group and members of the department also run a number of other clubs and societies. We also invite writers to the school (recent guests include the poet Owen Sheers and the novelist Jonathan Coe). Revision classes are also held at lunchtimes and after school.

### **Current Developments**

Ideas for best practice are regularly shared (and celebrated), and there is a strong focus on improving the quality of teaching and learning. A lot of work has been undertaken in improving the units of work both at KS3 and KS4, creating challenge in the classroom, maximising the effectiveness of the revision programme and improving testing procedures. We are also looking at ways to expand our extra-curricular developments to further enhance the students' experience of the subject. Members of the department are also involved in teacher training programmes.

## **Staffing**

The department consists of both full-time and part-time teachers, including staff that hold positions of responsibility outside of the department. We are a very friendly and supportive department, and we work closely as a team, sharing ideas and contributing to the department's development so that we minimise workload and offer a better experience for the students. All members of staff are equipped with a laptop computer. The school encourages professional development and there is support for a wide-range of CPD activities.

## **Accommodation/Resources**

The department occupies a suite of rooms at the east end of the school, and at the moment each teacher has his or her own classroom. All classrooms are equipped with an interactive whiteboard and most have a digital visualiser.

The department also has its own spacious, comfortable and well-equipped office, and each member of staff has desk space and storage facilities. There are also computers in the office and further storage space for the department's wide range of resources, including class texts and audio-visual resources.



# SOUTHEND HIGH SCHOOL FOR BOYS

## ENGLISH DEPARTMENT

### THE POST

#### Part-time Teacher of English

We are seeking for January 2020 an effective, enthusiastic and inspiring teacher to join a strong and friendly department. The ability to teach up to A level is desirable.

This post will suit a teacher keen to play a full part in the life of the school. As a selective school we have a number of very able students but we are looking for a well-qualified teacher able to motivate and challenge *all* our students.

This is a part time post at approximately 0.3 FTE from January to August 2020, with a review of the FTE for September 2020 onwards.

Teaching at Southend High School for Boys is an immensely fulfilling experience where students are readily engaged and respond particularly well to creative and challenging lessons.

The most recent Ofsted inspection (2015), which deemed the school to be outstanding in all categories, commented most favourably on staff-student relationships, and on the positive attitudes of the boys.

The ability to stretch and motivate our students, work with other staff and be a good team member is very important. Your attention is drawn to the attached Person Specification.

Applicants invited for interview will be given an opportunity to display their teaching skills in front of a class.

#### **Benefits:**

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Auto-enrolment into a contributory pension scheme (TPS for teachers and LGPS for support staff)
- Free parking
- Access to excellent catering facilities when the kitchen is operational (term time only)
- CPD through internal and external providers
- Salary sacrifice schemes such as Cycle to Work
- Eye care vouchers
- Free use of sports facilities



# **SOUTHEND HIGH SCHOOL FOR BOYS**

## **JOB DESCRIPTION**

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### **1. CURRICULUM**

- a) Participate in departmental consultation concerning the curriculum area and the cross-curricular schemes in which the Department is involved. Prepare, manage and deliver stimulating learning and teaching situations to further the aims and objectives of the Department as expressed in the departmental policy statement and /or School Development Plan.
- b) Participate in curriculum audits.
- c) Undertake responsibilities in the department which may be reasonably delegated or shared.
- d) Keep up-to-date with curriculum developments in the subject area and with other members of the department apply these in the development of schemes of work.
- e) Advise the Head of Department on resource or curriculum needs of which (s)he may not be fully aware.
- f) Report back to the department from Working Groups and discuss the possible implementation of new ideas and initiatives.
- g) In the case of learning or behavioural difficulties liaise with the HOD, Form Tutor or Pastoral Head as seems appropriate.
- h) Promote teaching and learning activities which stimulate pupils' interest and involvement.

### **2. PUPILS**

- a) Provide formative and prompt assessment which enhances learning and promotes progression.
- b) Implement Departmental policy concerning levels of expectation in classwork and homework, including the careful presentation of work and care of books and equipment.
- c) Ensure that the homework timetable for each teaching group is understood and followed by the pupils.
- d) Implement nationally specified assessment arrangements and appropriate internal assessment procedures.
- e) Provide information on the achievements of pupils for interim assessments, yearly reports, and mark sheets or on any other occasion when information is sought for parental information, reference or other purposes.



- f) Ensure that the Head of Department is given full information on the academic progress of pupils when they pass on to another teacher and as they are required by the Head of Department at any other time.
- g) Ensure that pupils are aware of relevant safety and hygiene procedures which apply to the room or equipment in use.
- h) Make pupils aware of opportunities for extending their education experience outside timetabled time, both in and out of school. Foster and support pupils' participation in such activities.
- i) Play a part in the maintenance of discipline and good order generally within the school.
- j) Be responsible for promoting and safeguarding the welfare of children and young persons you are responsible for or come into contact with.

### **3. EXAMINATIONS**

- a) Undertake an equitable share of the setting and marking of internal examinations or other assessments as delegated by the Head of Department.
- b) Provide the Head of Department with accurate information concerning pupil entries and, where required, anticipated grades of classes being taught for public examinations.
- c) For external GCSE & GCE examinations ensure that pupils are aware of the Board and syllabus for which they are to be entered. Make an appropriate contribution to the setting, marking and moderation of coursework, controlled assessments or any other task subject to internal assessment.
- d) Inform the Head of Department of pupils who have the ability to aim for Oxford and Cambridge entry.

### **4. STAFF**

- a) Support the Head of Department in providing professional support and guidance for students, GTPs and newly qualified or appointed teachers in the department.
- b) Liaise with support staff to ensure resources are available for lessons.
- c) Become familiar with school procedures and policy which will thereby aid colleagues in the effective running of the school.
- d) Develop awareness of the aims of other departments and seek co-operation as seems appropriate.

### **5. RESOURCES**

- a) Advise the Head of Department on resource or curriculum needs of which (s)he may not be aware.
- b) Ensure that the subject room is well cared for and that display facilities are used to create a stimulating, safe and hygienic environment.
- c) Report any damage or deterioration of equipment which may affect learning and teaching.
- d) Ensure that any equipment is PAT tested and to the best of your knowledge, safe and that pupils are allowed to operate it, where appropriate, only under proper supervision.

- e) If sharing a subject room with other staff, ensure that it is left tidy and ready for use.
- f) Keep a record of the issue of books and other resources. Follow up cases of loss or damage.

*You may be expected to perform duties of a similar or related nature to those outlined in the job description.*

*This job description, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.*



# SOUTHEND HIGH SCHOOL FOR BOYS

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<p>Qualified Teacher Status</p> <p>Degree or equivalent</p>	<p>Post graduate study</p> <p>Evidence of professional development</p>
<b>Experience</b>	<p>Successful teaching experience or teaching practice delivering the National Curriculum in a secondary school</p>	<p>Experience of using ICT in the classroom</p> <p>Experience of A level teaching</p> <p>Contribution to extra-curricular activities</p>
<b>Knowledge</b>	<p>Knowledge of teaching and learning styles and strategies</p> <p>Knowledge of the nature and purpose of a range of assessment strategies</p>	<p>Knowledge of current curriculum issues</p>
<b>Skills &amp; Abilities</b>	<p>An ability to:</p> <ul style="list-style-type: none"> <li>review, evaluate, plan and lead by example, analyse and make balanced judgements in a variety of situations</li> <li>encourage a collaborative approach and to work as a member of a team</li> <li>encourage the best from pupils and from oneself</li> <li>foster good relationships with pupils, parents, and colleagues</li> <li>remain calm and positive, even when under pressure</li> <li>work to deadlines</li> </ul> <p>Good inter-personal skills</p>	<p>Ability to encourage the best from one's colleagues</p>
<b>Other Key Qualities</b>	<p>Good record of attendance and punctuality</p> <p>Sense of humour</p> <p>A commitment to the values of the School, in particular a commitment to high-quality teaching and learning</p> <p>An awareness of the issues involved in child protection measures</p>	<p>Willingness to 'go the extra mile' to secure success</p> <p>A commitment to extra-curricular activities</p>

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from a short listed candidate's references will be taken up at interview.



# SOUTHEND HIGH SCHOOL FOR BOYS

## OUR LOCATION

Southend High School for Boys is situated in the heart of Southend On Sea, a resort town on the north side of the Thames Estuary in Essex, southeast England, 40 miles east of central London.

Southend is home to the longest leisure pier in the world (at 1.34 miles) and it is serviced by a small train and has a museum at its shore end. The Cliff Lift, a century-old funicular, clings to the hillside and offers coastal views.

Southend originally consisted of a few fishermen's huts and farms at the southern end of the village of Prittlewell. In the 1790s the first building, around what was to become the high street, were completed. In the 19<sup>th</sup> century Southend's status of a seaside resort grew after a visit from Princess Caroline of Brunswick and Southend Pier was constructed.

