Appointment of a Teacher of English as an Additional Language

For January 2020
King’s High School

A message from the Head Master

I am delighted that you are taking the time to find out more about joining the King’s High community.

This brochure can only give you a glimpse of our wonderful school; however, I hope it conveys the exciting opportunities offered at King’s.

As a leading school for girls, we take pride in offering a broad and well-rounded education. The girls here are characterised by their commitment to their studies, the enjoyment they take in pursuing their extracurricular interest to the full, and the important contributions they make to the local and wider community.

King’s is an exceptionally dynamic and vibrant environment in which to work. Our expert staff show great commitment to the girls both in the classroom and in their wider endeavours, delighting in their many and varied successes.

I therefore very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.

Richard Nicholson
Head Master
The School

Founded in 1879, King’s High School provides independent, single sex, day education for approximately 715 girls aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere, founded on a distinguished academic tradition tailored to individual girl’s needs by a highly qualified and motivated staff. We pride ourselves on the outstanding academic and creative performance of our pupils.

We value friendship, involvement, intellect, creativity, spirit and maturity. Girls are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our girls to develop into happy, confident and compassionate young women with the ability to reason, analyse, learn independently and exercise good judgement.

As we celebrate our 140th Year, the school moved into its stunning new home on the Myton Road campus in September 2019, joining Warwick School and Warwick Preparatory School. Please visit www.projectonecampus.co.uk for more information.

King’s High School is The Sunday Times Schools Guide West Midlands Independent Secondary School of the Year and has further recently received the accolade of becoming a Tatler school.

Please visit our website to find out more about the school: www.kingshighwarwick.co.uk

The Foundation

King’s High School and sister school Warwick Prep work as one school under a single leadership structure. Together with Warwick School we form the Warwick Independent Schools Foundation.
The Role

We are seeking to appoint a EAL Teacher who can help support small groups of students, with some individual sessions required also.

The successful candidate will be able to work independently and be proactive in ensuring the effective delivery of excellent EAL lessons to develop the spoken and written language skills of some of our students.

The candidate must have excellent communication and interpersonal skills and a keen eye for detail and accuracy. They will be articulate and able to deal sensitively with a variety of situations with teachers, pupils, and parents. Working closely with the Head of Learning Support, they will enhance our EAL provision across the school, working to support and meet girls’ language needs.

Some flexibility in terms of working times will be required. In the first instance, the teaching will be required on Friday afternoons and one or two other times during the week, though this may well develop in the future.

The candidate will need to be able to prepare students for IELTs examinations and have a thorough and detailed understanding of relevant exam requirements, as well as the academic and curriculum needs of EAL students.
Job Description

Reporting to the Head of Learning Support, the post holder is required to:

- Plan and implement engaging, innovative lessons that will help students access the curriculum
- Ensure that the highest standard of teaching and learning is maintained
- Work with Head of Learning Support to assess new EAL students, and target teaching accordingly
- Responsible for pupils’ progress and welfare within the scope of EAL classes
- Manage departmental resources in accordance with the School’s policies and procedures
- Support all members of the department
- Prepare for students for IELTS examinations and support the EAL aspects of entrance tests
- Plan, prepare and teach well-structured, academically challenging, engaging lessons
- Teach, according to their educational need, the pupils assigned; setting and marking work, including examinations
- Ensure reliable and timely marking of assessment tasks
- Adapt teaching to respond to the strengths and needs of all pupils, knowing when to differentiate appropriately
- Assess, record and report on the development, progress and attainment of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned
- Manage pupil behaviour effectively to ensure a good and safe learning environment
- Demonstrate outstanding subject and curriculum knowledge
- Communicate and consult effectively with the parents of pupils
- Communicate and co-operate with persons or bodies outside of the school
- Make accurate and productive use of assessment, providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Use relevant data to monitor, progress, set targets and plan subsequent lessons
- Give pupils regular feedback, both orally and through accurate marking of work
- Undertake such training as may be reasonably required by the School to adapt to the changing requirements of the School or as may be necessary to fulfil the School’s statutory or regulatory obligations
- Undertake mandated job-related training as required by the School
- Promote and safeguard the welfare of children and young persons
Further Details

The Employer is the Warwick Independent Schools Foundation.

Salary
This is a casual hourly paid position and the Warwick Independent Schools Foundation has its own salary scale and salary will be determined according to qualifications and experience.

The post is term time only and the candidate will claim for the hours worked during the week by agreement of the Head of Learning Support.

Staff Lunches
All staff are invited to a school lunch, free of charge.

Pension
Applicants will automatically be enrolled into the NEST pension scheme.

Child Protection
The school’s Child Protection Policy is included in this pack. An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation’s Child Protection policy.

Safeguarding:
All staff are required to:
1. adhere to the School Policy on safeguarding and undertake training as required;
2. ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method
Interviews and tasks

The Application Form
This must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview.

If you have any queries about the completion of the form, please contact Mrs Alison Wheals (Head Master’s PA) a.wheals@kingshighwarwick.co.uk

Enclosures
• Application Form
• Job description
• Equal Opportunities Policy
• King’s High School Child Protection Policy
• Recruitment of Ex-Offenders Statement

Appointment Timetable

6 January 2020 (12 noon)
Deadline for submission of applications (on the standard application form please)

ASAP thereafter
Notification of outcome to short-listed candidates & interviews
# Person Specification

**Essential - These are qualities without which the Applicant could not be appointed**

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<thead>
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<th>Qualifications</th>
<th>Experience</th>
<th>Skills</th>
<th>Knowledge</th>
<th>Personal competencies and qualities</th>
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<tbody>
<tr>
<td>Teaching qualification from a recognised academic institution</td>
<td>Experience of school environment</td>
<td>ICT Skills (Intermediate Word, Excel, Microsoft Outlook, Powerpoint)</td>
<td>An understanding of good organisation and best practices</td>
<td>A wholly professional attitude to include:</td>
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<td>Specific EAL (ESL, TEFL, TESOL, etc.) diploma or degree</td>
<td>Previous experience in a similar role</td>
<td>Excellent organisational skills.</td>
<td>Commitment to high standards and achievement and to raising these standards</td>
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<td>Experience of working on own</td>
<td>Excellent communication skills written and oral</td>
<td>Commitment to own professional development</td>
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<td>High level of personal organization and the ability to work without close supervision</td>
<td>Support for school aims and policies</td>
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<td>Calm, confident attitude</td>
<td>Ability to be positive and enthusiastic</td>
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<td>Methodical approach and high levels of accuracy</td>
<td>Ability to cope with pressure/ workload</td>
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<td></td>
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<td>Experience of dealing with confidential issues</td>
<td>Tact and discretion, Loyalty, initiative, flexibility</td>
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<td>Ability to work in a team and on own, with good interpersonal skills</td>
<td>Adaptability, confident and dependable</td>
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<td>Confidence to seek clarity regarding work requested to ensure that results are accurate and as anticipated</td>
<td>Soundness of judgement</td>
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<td>Confidence to ask for assistance as required</td>
<td>Time management</td>
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<td>Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a “can do” attitude with good communication skills both on phone and in person that allows effective communication at all levels</td>
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<td>Higher level of education: degree, A levels or equivalent standard</td>
<td>Directing others to meet deadlines</td>
<td>Management skills (preferably in an educational environment)</td>
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<td>Interview Professional references Task performance</td>
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<td>Copies of qualifications. Task performance</td>
<td>Has an understanding of education within an Independent School setting</td>
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**Desirable - These are extra qualities which can be used to choose between applicants who meet all of the essential criteria**

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<th>Methods of assessment incl. application form</th>
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**Safeguarding Children, Young People and Vulnerable Adults**

<table>
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<th>Contents of the Application Form</th>
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<td>Interview Professional references Successful DBS Clearance</td>
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A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies

A willingness to adhere to the school’s policy on safeguarding and to undertake training as required