



## **BOLTON SCHOOL GIRLS' DIVISION, SENIOR SCHOOL**

### **TEACHER OF ENGLISH**

#### **The Vacancy**

Required from September 2024, a dynamic and talented teacher is required on a permanent basis. The successful applicant will be a strong classroom practitioner who is able to infuse others with a love for English and to inspire the outstandingly able girls as well as to nurture those far less confident in their English ability. Our pupils are able, inquisitive and eager to learn so creativity and a passion for English is essential. The person appointed will teach across the full age range from Year 7 to Oxbridge entrance.

The successful candidate will be an enthusiastic and committed teacher of English, who can meet the rewarding challenge of inspiring our able and highly motivated girls both inside and outside the classroom. They will be a graduate with at least a good honours degree who has flair and vision together with the necessary academic, educational and organisational experience to succeed in a post of this standing. They will be committed to the welfare and individual development of all the pupils in their care.

The successful candidate will be expected to teach from Year 7 to A Level. They will be prepared to play a significant role in the wider life of the school, by contributing to extracurricular and enrichment activities, particularly in journalism and creative writing. The ability to teach Drama through key stages would be an advantage. They will be fully computer literate. Good communication skills, oral and written, are also essential. A detailed person specification is included with the application pack.

#### **The Department**

The Department is lively and energetic, as well as being committed to developing the girls' confidence, creativity and enjoyment of Language and Literature. In the Department, the teachers value cooperation, a sense of humour, and a genuine interest in books, the theatre and related areas. Each member of the department has particular interests and areas of expertise but all the full-time members of staff teach throughout the three Key Stages. Given the selective nature of the intake, girls are taught in mixed ability groups.

#### **KS3 and KS4 Curriculum**

In Years 7-9, the aim is to provide girls with a wide variety of experience of reading and writing, including work on media texts and moving image. Girls do assessed oral assignments from Y7, including an externally assessed qualification with the ESB in Year 8. At GCSE, all candidates are entered for both English and English Literature. Past results at GCSE may be seen below.

#### **KS5**

A large number of Sixth Form girls opt for one or both of the Advanced Level courses offered by the Department. These are English Literature (OCR) and English Language (OCR). Results are excellent in both subjects.

#### **Extra Curricular Provision and Academic Enrichment within the Curriculum**

In the early years, pupils frequently have the opportunity to meet and work with visiting writers and speakers, as well as to compete in public speaking competitions. Younger pupils also work with the Librarians to shadow book awards and the School offers its own Book Award.

The older girls' studies are supported by a wide range of extra-curricular activities, including the Senior Literary and Debating Society, Creative Writing club (which also offers a residential trip to Patterdale Hall), and School Productions. There are theatre trips and Study Days on Advanced Level texts.

The Department encourages girls to extend their abilities by participating in local and national competitions.

### **Bolton School**

With some 2,500 pupils, Bolton School is a large, thriving, academically selective day school. It is situated a mile or so from the town centre in a stunning 32 acre campus and is within easy reach of some of the nation's finest cities and countryside.

In Autumn 2021, significant changes were made to the leadership structure of the School Foundation, investing the newly created position of Head of Foundation with overall responsibility. Within the new structure, there are three sections: Girls' Division, Boys' Division and Primary Division. A Head of each Division and the Head of Foundation, together with the Clerk and Treasurer, are the Foundation's Senior Officers; they are directly accountable to the Governors.

Two adjoining and similar buildings, now attached by a state-of-the art Sixth Form Centre, house the Boys' and Girls' Senior Schools, each of which provides a traditional academic education from the age of 11 years. The Primary Division includes separate Junior Schools for boys and girls from the age of 7 and a co-educational Infant School and Nursery.

Academic results at GCSE and A Level consistently place Bolton School amongst the top schools in the North of England and often within the top 100 nationally. The School is also renowned for its provision of a wide range of enrichment activities, which take place both during and after the school day. It serves a wide area of the North West, collecting pupils on over 20 coach routes, and provides fee assistance to a substantial proportion of the student body - one in five Senior School pupils currently receives a bursary.

The vast majority of students progress to their first choice university and the School provides a regular supply of Sixth Formers to highly competitive courses and universities. Whilst the academic work of the two senior schools is largely separate, there are occasionally joint Sixth Form classes and there is considerable collaboration in extra-curricular activities.

Entry to the Junior and Senior Schools is by competitive examination and interview. Interest in the School remains robust and numbers on the school roll have increased in recent years.

### **How to Apply**

We ask candidates to apply online for the position via the School's website at <https://bit.ly/3U59xZe>

A competitive salary and benefits package are available.

The closing date is 05 February 2024 at 9.00am. Interviews will be held later on that week. A lesson will be taught as part of the interview process, details of which will be forwarded to those short-listed.

Bolton School is a warm and friendly community. We believe it provides an unusually rich experience for everyone involved and we are sure that you will find it to be a fulfilling place to work.

A generous level of PPA is provided which allows members of staff, as valued professionals, to manage their time appropriately and maintain a healthy work-life balance.

We aspire to have a diverse and inclusive workplace to reflect the diversity of our pupils and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and to join Bolton School. As an equal opportunities employer, we welcome applicants from all sections of the community and are

committed to the equal treatment of all current and prospective employees. We do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Bolton School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake an Enhanced Criminal Records Check for Regulated Activity.

We look forward to receiving your application.



## JOB DESCRIPTION

TEACHER OF ENGLISH

GIRLS' DIVISION

### MAIN PURPOSE OF JOB:

To teach subjects(s) judged appropriate by the Head of Girls' Division.

To support the school's ethos, aims and objectives and to follow its policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils.

To contribute to the pastoral and extracurricular life of the school.

### MAIN DUTIES:

#### General Duties

- To promote the general well-being, progress and learning of pupils.
- To share in the collective responsibility for maintaining good order and discipline in line with the school's Behaviour Management Policy.
- To participate in the school's pastoral system and pastoral curriculum as amplified in the Divisional Handbook.
- To ensure the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere.
- To be responsible for the safeguarding of pupils as directed by safeguarding policies.
- To engage with pupil recruitment events as required and agreed, both inside and beyond the school working day.
- To attend appropriate residential visits to Patterdale with form groups as required.
- To register the attendance of pupils, and to carry out a share of supervisory duties, whether they are to be performed before, during or after school sessions.
- To participate in enrichment activities such as trips and visits
- To participate in outreach and partnership events as agreed, both inside and beyond the school working day.
- To provide guidance and advice to pupils on educational matters.
- To cover for absent colleagues within the terms of the agreed procedures.
- To participate in meetings, administrative and organisational tasks related to the post.
- To attend assemblies, contributing to leading them as agreed and collectively ensuring good order.
- To attend school events beyond the school working day as amplified in the Divisional Handbook.
- To carry out any reasonable tasks as requested by a Head of Division or the Head of Foundation.

#### Specific Professional Duties

##### **1. Teaching and Assessment**

- To plan lessons for courses, having due regard to the curriculum intent and variety in pedagogy.
- To teach pupils, according to their individual educational needs.
- To be responsible for an awareness of additional needs (physical, SEND, AG&T) as informed by school information systems.
- To plan and deliver appropriate group and individual interventions.
- To assess, record and report on the development, progress, and attainment of pupils.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

- To participate in arrangements for preparing pupils for external examinations.
- To take a role in departmental administration and planning as agreed and directed.

## **2. Educational Methods**

- To share, advise and co-operate with others on the preparation, development and review of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements.
- To make appropriate use of textbooks, ICT and other learning resources.
- To review methods of teaching and learning activities from time to time.
- To keep up-to-date with research and developments in the subject(s) taught.
- To plan and participate in, as appropriate, enrichment activity including trips and visits.

## **3. Working with others**

- To participate in relevant meetings – departmental, divisional, staff, activity, pastoral, INSET, Foundation.
- To contribute to the programme for the induction and assessment of newly qualified and trainee teachers.
- To actively liaise and plan with any person providing support within the classroom.

## **4. Communication with Parents**

- To communicate and consult with parents through agreed Divisional protocols.
- To communicate via year group information and parent consultation evenings.

## **5. Staff Development**

- To participate in the school's Professional Review and appraisal arrangements and school development planning.
- To take responsibility for own professional development and to set objectives for improvements.
- To participate in arrangements for further training and professional development as a teacher.

## **6. General Notes**

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Employment Particulars.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.

<b>EDUCATION/TRAINING/QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE Application Form, Interview, Reference</b>
Qualified Teacher Status.	D	Application Form
Degree in English or related subject.	E	Application Form
Upper Second Class Honours Degree from a respected University.	D	Application Form
Recent participation in a range of relevant in-service training.	D	Application Form
<b>KNOWLEDGE/EXPERIENCE</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Classroom teaching experience within the senior age range, with excellent subject knowledge (preferably to A Level) and classroom management skills.	E	Application Form & Interview & Reference
Experience of teaching English.	E	Application Form & Interview & Reference
Understanding of pupils' educational development from 11 -18 years.	D	Application Form & Interview
Experience of planning and implementing the curriculum and assessment, including cross-curricular aspects.	D	Application Form & Interview
Proven record for securing good public examination results.	D	Application Form & Interview & Reference
Knowledge of effective teaching and learning strategies across the age and ability range.	E	Application Form & Interview & Reference
Experience of school improvement strategies, including use of comparative data to set targets.	D	Application Form & Interview

An appreciation of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children.	E	Application Form & Interview & Reference
Application of ICT to teaching and learning.	E	Application Form & Interview
Experience of educational visits.	D	Application Form & Interview
Knowledge and/or experience of the application of a virtual learning environment (VLE) as an aid to teaching and learning.	D	Application Form & Interview
<b>PERSONAL SKILLS AND ATTRIBUTES</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Good communication skills with the ability to communicate effectively across the Foundation.	E	Application Form & Interview & Reference
Inter-personal skills.	E	Application Form & Interview & Reference
Ability to prioritise time effectively and plan ahead.	E	Application Form & Interview & Reference
Confidence with an ability to motivate others, particularly pupils.	E	Application Form & Interview & Reference
Self-awareness and presence.	E	Application Form & Interview & Reference
Commitment, enthusiasm, integrity and reliability.	E	Application Form & Interview & Reference
Independent thinker, able to put arguments forward and debate an issue.	D	Application Form & Interview
Flexibility and a willingness to learn.	E	Application Form & Interview & Reference
Ability to work as a member of a team.	E	Application Form & Interview & Reference
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Interview & Reference

Positive and optimistic.	E	Interview & Reference
Creative.	D	Application Form & Interview
Willingness to become involved in the wider life of the School.	E	Application Form & Interview & Reference



## TERMS AND CONDITIONS

### TEACHER OF ENGLISH

### GIRLS' DIVISION

<b>SALARY</b>
<p>The starting salary will be dependent on experience. Bolton School has its own salary scale.</p> <p>In addition, a 5% salary enhancement will be paid in lieu of membership to the Teachers' Pension Scheme.</p>
<b>HOURS OF WORK</b>
<p>During term time staff will be expected to attend personally to such duties connected with the work of the School during any hours, including out of school hours, as the Head may reasonably direct. In addition, those who join the School will be required by the Head to work for varying short periods after the end, and before the beginning of any term. All teachers will be expected to make a contribution to the extensive extracurricular programme.</p>
<b>HOLIDAY</b>
<p>All school holidays as indicated for teaching staff (rather than pupils) except as described above.</p>
<b>LINE MANAGEMENT</b>
<p>Head of Girl's Division</p>
<b>PENSION</b>
<p>All teachers who join Bolton School will be automatically enrolled into the Bolton School Group Personal Pension Scheme. In this scheme the minimum employee contribution is 6% of gross earnings and the School contributes 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>Further details are available upon request.</p>
<b>OTHER BENEFITS</b>
<ul style="list-style-type: none"><li>▪ Training and development opportunities will be offered.</li><li>▪ A generous level of PPA.</li><li>▪ Payment whilst absent will be in accordance with the current Teachers' Sick Pay Regulations, as defined in the School Teachers' Pay and Conditions Document.</li><li>▪ Life Assurance cover at 2 times salary up until the age of 65.</li><li>▪ Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.</li><li>▪ In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.</li><li>▪ Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.</li><li>▪ Lunches will be provided free of charge on campus.</li><li>▪ Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access</li></ul>

to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.

- Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).
- Ride to Work Scheme available.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical declaration and a check will be made to see if a prohibition from teaching order exists along with a check of the Children's Barred List and an Enhanced Criminal Records Check through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a twelve month probationary period.