



Belmont

TEACHER OF ENGLISH Job Application Pack

Including Job Description and Application Form

Copies of all our Policies relating to recruitment and referred to in this Pack can be found on our website <https://www.belmont-school.org/our-school/school-policies>

Staff Behaviour, Code of Conduct & Whistleblowing Policy is attached to this Pack.



Belmont School
Feldemore,
Holmbury St. Mary,
Dorking,
Surrey
RH5 6LQ

www.belmont-school.org

BELMONT SCHOOL

JOB DESCRIPTION



POSITION: TEACHER OF ENGLISH
START DATE: SEPTEMBER 2021
RESPONSIBLE TO: HEAD OF ENGLISH AND DEPUTY HEAD (ACADEMIC)

Belmont School is committed to safeguarding and promoting the welfare of children. The successful applicant is expected to be committed to his or her responsibilities for safeguarding children. Rigorous pre-appointment checks will be undertaken including telephone conversations with referees.

Belmont School is an independent day, flexi and weekly boarding school for boys and girls aged 3 to 16. Situated close to the town of Dorking in the Surrey Hills, Belmont enjoys a 65-acre rural site enabling pupils to enjoy a vibrant, creative and wholesome school environment.

The School comprises the Early Years (Pre-Reception and Reception), Prep School (Years 1 to 6) and Senior School (Year 7 upwards). Classes rarely exceed 16 pupils in the Prep School and 20 in the Senior School.

The school day runs from 8.00am to 4.30pm, Monday to Friday with weekly or flexible boarding available from Sunday evening to Friday evening. All staff are required to undertake supervisory duties and to run one extra-curricular activity after school every week.

Candidates should visit the school's website www.belmont-school.org

THE ENGLISH DEPARTMENT

In the English department we believe passionately in encouraging our pupils to move beyond their own perceived limits: in their reading choices, their own writing and their examination of work by established authors and poets. Through the celebration of the written and spoken word, we challenge pupils of all ages to learn with curiosity and to communicate with passion and enthusiasm.

The aims of the English Department

- to develop enthusiastic and reflective readers, through contact with challenging and substantial texts;
- to foster the enjoyment of writing, and a recognition of its value;
- to encourage accurate and meaningful writing, be it narrative or non-fiction;
- to enable all pupils to speak clearly and audibly, and to take account of their listeners;
- to encourage all pupils to listen with concentration.

Competitions

Once a year, all our senior pupils transform their classroom discussions into a carefully constructed and formally delivered speech in the hotly contested Senior Inter-House Public Speaking Competition. An annual poetry competition for pupils celebrates the poetic form, linked to our whole-school National Poetry Day activities. We also encourage our pupils to enter external competitions each year.

Extra-Curricular Events and Trips

Visiting speakers, story tellers, poets and players all help us to enhance our enjoyment of the spoken and written word. Trips change year on year, responding to the current curriculum and class reader choices. For instance, trips to the Globe Theatre and the West End celebrate centuries of word craft; a Holocaust survivor's reminiscences ensure that fiction is lifted off the page and made real and relevant. Currently, COVID restrictions mean that such trips are unable to take place.

Interaction with our local environment allows pupils to see words at work. For example, a visit to a museum might stimulate examination of advertising and information leaflets. As we are blessed with wonderful woodland around the school, nature walks provide stimulating opportunities for creative writing and poetry. Perhaps most importantly, the department aims to instil a belief that many aspects of our subject can be an enjoyable part of our leisure activities. We encourage pupils to enjoy their reading and writing through our holiday campaigns such as Get Caught Reading/Writing and our summer reading challenges.

TEACHING RESPONSIBILITIES

The successful candidate will be required to teach across upper Key Stage 2 and predominantly in Key Stages 3 and 4.

The ability to teach a second subject will be a distinct advantage.

Teachers are responsible for ensuring high standards of learning and achievement for all pupils they teach and are expected to play a full part in the life of the school. They share collective responsibility for the daily running of the school, including the work of a form teacher (if required), and other supervisory duties.

JOB SPECIFICATION

Teaching preparation, assessment, record-keeping, writing reports, pastoral care and liaison with parents are integral to every teacher's commitment. Attendance is required on one or two days before term begins for preparation and training: attendance is also required at parents' meetings, staff meetings, departmental meetings, school assemblies and major functions. Staff should also be prepared to cover for absent colleagues within reason and, when absent themselves, to set work if at all possible.

Subject teachers are expected to:

have knowledge and understanding of:

- the relevant aspects of the school's subject curriculum and GCSE specifications.
- progression in their specialist subject (s) and age range.
- subject-related questions which pupils raise, and pupils' common misconceptions and mistakes.

plan and set expectations by:

- identifying clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- having appropriate and demanding expectations for pupils' learning and motivation and setting clear targets for pupils; learning, building on prior attainment.
- identifying pupils who have special education needs and know where to get help in order to give positive and targeted support.
- being familiar with the contents of the Staff Handbook and the School Policies, especially Child Protection, Anti-Bullying, Behaviour and Discipline, and the Staff Code of Conduct and Behaviour policies.

teach and manage pupils' learning by:

- delivering effective teaching to whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- use a range of teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- setting high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and production relationships.

assess and evaluate progress by:

- assessing how well learning objectives have been achieved, using this assessment for future teaching.
- marking and monitoring pupils' class and homework in accordance with the School's agreed policies and providing constructive oral and written feedback;
- setting targets for pupils' progress.
- when applicable, understanding the standards expected of pupils in relation to the School's prep and senior curriculum and GCSE courses.

establish good relationships with parents and the wider community by:

- knowing how to prepare and present informative reports to parents and how to conduct a meeting during the designated Parents' Meetings.
- recognising that learning takes place outside the school context, providing opportunities to develop pupils' understanding by relating their learning to real and work-related examples.
- understanding the need to liaise with those responsible for pupils' welfare within the school (Form and Boarding staff, Matron, Heads of House, Deputy Heads and Headmistress).

manage their own performance and development by:

- understanding the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- understanding their professional responsibilities in relation to school policies and practices.
- setting a good example to all pupils and colleagues in their professionalism and their personal conduct.
- evaluating their own teaching critically and using this evaluation to improve their effectiveness.

manage resources by:

- working with their colleagues and the Head of Department to select and make good use of ICT and learning resources in order to meet whole school, departmental and individual teaching objectives.

PERSON SPECIFICATION

In making an appointment we look for a person who, at interview and by virtue of their qualifications, skills and experience, best demonstrates that he/she:

- is well qualified and knowledgeable within their subject area.
- has a relevant teaching qualification.
- has good communication skills.
- is enthusiastic, self-motivated and committed to helping all for whom they have responsibility to achieve the best possible standards.
- has the skills and ability to inspire and promote confidence and foster an enjoyment of their subject.
- is able to form and maintain good professional relationships.

- takes an active interest in current developments not only within their subject area but also across wider educational issues.
- has a willingness to participate in new initiatives where appropriate.
- has a commitment to their own continuing professional development.

All teachers are involved in specific activities, under the direction of their line managers, both at whole school and departmental level including:

1. contributing to teaching and curriculum planning under the direction of the Head of Department;
2. undertaking regular marking and assessment, recording and reporting of pupil progress;
3. contributing to the preparation and marking of exams, preparation of new courses, setting, marking and moderation of coursework and the maintenance of cross-curricular links;
4. participating in the professional review and appraisal process;
5. attending Departmental, Staff and Parents' Meetings;
6. keeping up to date with educational developments;
7. peer observation and tracking pupil progress;
8. setting and/or teaching work for an absent colleague in an emergency;
9. undertaking the role of Form Tutor;
10. sharing responsibility for the implementation of all the school's policies and procedures, particularly in respect of:
 - i) the behaviour and discipline of pupils;
 - ii) the expectations for pupils;
 - iii) the health, safety and safeguarding of all members of the community, particularly the pupils;
11. performing other duties that may reasonably be required by the Headmistress.

SALARY

Belmont School has its own competitive pay scale and benefits.

Staff are eligible for a staff discount of 50% against the basic school fee for any children who attend Belmont School. For part time staff, this is pro rata.

Free meals, refreshments and free parking are also available on site.

HOW TO APPLY

- Opportunities to visit the school prior to interview will not be possible in the present circumstances.
- Applicants are asked both to complete the School's own application form and to enclose a handwritten letter of application addressed to the Headmistress. CVs will not be accepted.
- The completed application form and letter should be scanned and sent by email to schooloffice@belmont-school.org
- The referees of short-listed candidates will be telephoned prior to interview and will also be required to complete a written reference.
- The successful candidate must be able to satisfy the School's health requirements and a confidential medical declaration is required.
- The successful candidate will be required to complete a disclosure application form from the Disclosure and Barring Service (DBS).

- Proof of the candidate's identity and suitability to work in the UK will be required in hard copy on the day of interview.
- Factors which are not taken into account in the selection procedure include the applicant's skin colour, race, nationality or ethnic or national origin, religious faith, area of residence or socio-economic group. Our desire is to encourage applications from a diverse range of backgrounds as possible;
- It is envisaged that the successful candidate will begin their contract on 1st September 2021, subject to the COVID pandemic situation.

Closing date for Applications: 31st January 2021 with interviews shortly after.

Applications should be returned to Mrs Helen Skrine, Headmistress, by emailing the application form in this pack along with a covering letter to Mrs Alison Owen, PA to Helen Skrine via:

Email: schooloffice@belmont-school.org

Tel: 01306 730852 x 113

BELMONT SCHOOL
APPLICATION FORM - TEACHING STAFF

Thank you for your interest in working at Belmont School. Please read the School’s Recruitment, Selection and Disclosure Policy prior to completing the application form which can be found on the School’s website. The School is legally required to carry out a number of pre-appointment checks which are detailed in the School’s Recruitment, Selection and Disclosure Policy and Procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful.

Position applied for:	
Please state where you saw this position advertised:	

Section 1: Personal details	
Title: Dr/Mr/Mrs/Miss/Ms	Forenames: Surname:
Date of birth:	Previous names: Preferred name:
Address:	Telephone number(s): Home: Work: Mobile: Email address:
National Insurance number:	
Are you eligible for employment in the UK?	Yes / No:
Please provide details:	
Do you have Qualified Teacher status?	Yes / No:
Are you an NQT?	Yes / No:
DfE teacher number (if applicable):	
Have you read the School's child protection policy?	Yes / No:

Section 1: Personal details

Existing contacts within School (please indicate if you know any existing employees or governors at the School, and if so how you know them):

Section 2: Education

Please start with most recent, including all secondary schools and universities attended and details of all post 16 qualifications (full and part-time).

Name of Institution (e.g. School, College or University)	Dates of attendance	Courses/Subjects Taken and Examinations Results or Award			
		Subject	Result	Date	Awarding body

Section 3: Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

Section 4: Other vocational and professional qualifications, skills or training

Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application. Please include Course, Course Provider and Award.

Section 5: Current / most recent employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Brief description of responsibilities:

Date started:

Date employment ended
(if applicable):

Current salary / salary on leaving:

Do you / did you receive any employee benefits?

Yes / No:

If so, please provide details of these:

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 6: Previous employment:

Please give details of all periods of employment you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Dates	Name and address of employer	Position held and / or duties	Reason for leaving

Section 7: Gaps in your employment

As part of our Safer Recruitment procedures you are required to account for any gaps in your education or employment history. Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education.

Dates of gap (month and year)		Reason for gap (e.g. caring for children, travelling)
From	To	

Section 8: Interests

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra curricular activity.

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Section 9: Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Alternatively, this information can be provided in a covering letter.

Section 10: References

References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.**

- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
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Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Email address:	Email address:
Telephone number:	Telephone number:
Occupation:	Occupation:
May we contact prior to Interview?	May we contact prior to interview?
Yes / No:	Yes / No:

Section 11: Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the School's Privacy Notice for Staff and a copy is enclosed for your information.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

Section 12: Declarations

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment, as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence, enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs. All other spent convictions and cautions must be disclosed.

You should be aware that the School will institute its own checks on successful applicants selected for short listing with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Please tick below:

I have nothing to declare

I enclose a confidential statement

Section 13: Applicant Declaration

I declare that the information I have given in this Application Form is correct and true. I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal.

Signature of Applicant		Date	
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If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Section 14: Recruitment Policy

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

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

A copy of the ***School's Recruitment policy*** and ***Child Protection Policy*** is available for download from the School's website. Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please refer to the School's retention of records policy for further detail on how such information is retained by the School.

Information on how the School uses personal data is set out in the ***School's Privacy Notice***, which can be **[found on the School's website](http://www.belmont-school.org/Our%20School/Policies)** www.belmont-school.org/Our School/Policies