

Haggerston **School**

Information Pack

English Teacher



Aspiration | **Creativity** | Character

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Dear Candidate,

Thank you for expressing an interest in working at Haggerston School. We are a successful inner-city community school, with a very diverse student population. You would be joining us at an exciting stage of our development from a Good to an outstanding school. Our aspiration is to become one of the best schools in the country and you could play a key role in realising that vision and ambition.

We are looking for someone who has drive and energy, optimism and belief in themselves and others. Someone who believes that all children and young people can achieve excellence, given the right educational support and crucially, the highest standards of teaching. You will also bring resilience, determination and a motivation to transform the opportunities of young people in all parts of the community we serve.

Haggerston is a great place to work. There is a warm and supportive culture and staff feel valued because the school invests in their professional development and wellbeing. We focus on developing simple, sustainable systems which staff can execute well and consistently because we feel this is the key to long-term school improvement. We want our staff to be positive and energetic, with a real investment in the school so we believe in fostering a culture of healthy work-life balance and strong professional relationships. You would also be working in a Grade II listed building, designed by Erno Goldfinger, in a vibrant part of London.

If you are interested in finding out more about the opportunity to work at Haggerston School, please visit our website. To apply you will need to complete the application form which can be found at: <https://haggerston.hackney.sch.uk/our-school/recruitment/> by 9:00am on **Thursday 20th May 2021**. Alternatively, you can also request and submit your application by email at: recruitment@haggerston.hackney.sch.uk. If you would like any further information or wish to discuss this role, please contact the HR Department on **020 7749 4579** or recruitment@haggerston.hackney.sch.uk.

I look forward to receiving your application.



Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ciara Emmerson', written over a light-colored rectangular background.

Ciara Emmerson - Headteacher

THE HAGGERSTON WAY - OUR MISSION

Aspiration

We strive to be the best versions of ourselves. We work hard every day to master the knowledge and skills we need to lead successful, fulfilled lives.

Creativity

We create beautiful work to inspire others. We are independent-minded, creative thinkers and problem-solvers.

Character

We are articulate, confident and determined individuals. We work to build the qualities of Resilience, Ambition, Curiosity and Community Spirit.



STAFF REWARDS AND BENEFITS

Incentives:

- Generous **annual leave allowance** for support staff
- **Childcare Vouchers**
- **Cycle Scheme**
- **Tech Scheme**
- **Pension Scheme** - Auto-Enrolment into the Local Government & Teachers' Pension Schemes
- **Season Ticket Loan scheme** (to support with travel expenses)

Professional Development:

- **Performance Appraisal** process enables tailored, personalised professional development
- Access to high quality in-house and external **professional training, including NPQML/SL & NPQH**
- **Annual programme of Leadership development opportunities**, including Leadership lectures and coaching
- Support to complete further academic study and professional qualifications
- Two INSET days per year devoted to **curriculum planning time** in faculties

Lifestyle & Wellbeing:

- **Health and Wellbeing weeks** - three meeting-free weeks over the course of the year, which include wellbeing events for staff such as yoga, massages and mindfulness classes
- **Healthy Eating Options** - subsidised meals available from the canteen and a designated staff coffee shop selling healthy sandwiches, hot and cold drinks, cakes and pastries
- **Parking** - Onsite car parking facilities and bike sheds
- **Staff counselling service** - Aspace provide a professional service free of charge to staff
- **Occupational Health Service** - Medigold Health provide free health advice and support to staff
- **Access to school 3G pitch** - Staff football after school on Fridays
- **CSSC Sports and Leisure (Civil Service Sports Council)** - Staff are eligible to join for £4.25 per month and gain access to Free Entry to English Heritage sites for the member and family, half price cinema tickets, 2 for 1 Tastecard for use in a range of restaurants, 50% off theme park entry

EQUALITY & DIVERSITY - ACTIVELY BUILDING OPPORTUNITIES FOR ALL

Haggerston is a diverse school community; a strength we celebrate and promote. We are committed to equality of opportunity for all members of the School Community and recognise our duty under the law to oppose all forms of discrimination, including on the basis of disability, gender, pregnancy and maternity, religion or belief, sexual orientation and marital or civil partnership status. We oppose all bullying and unlawful discrimination on the basis that a person has a special educational need or learning difficulty, or because English is an additional language. These beliefs are fundamental to how we think and operate as a school, our commitment to principled leadership, and to the values we teach our students.

We ensure that all policies and practices comply with the public sector equality duty set out in section 149 of the Equality Act 2010. However, we want to go further than meeting our statutory duty. In recognition of the lack of diversity in leadership across the education sector and beyond, we seek to provide opportunities for career development for all staff, including those who are often under-represented, such as women, black and ethnic minority leaders. There are some practical steps we can take to support this, such as welcoming applications from staff proposing job shares, looking favourably upon flexible working and part time requests and providing a range of leadership opportunities within school, such as leadership lectures (including from successful female, black and ethnic minority leaders). We are conscious in our recruitment process to mitigate against unconscious bias and seek, wherever possible to have diverse recruitment panels.

SAFEGUARDING

Haggerston School is committed to Safeguarding Children; we have no higher duty than to ensure student safety and wellbeing, educating students so that they can lead successful fulfilling lives. It is a responsibility shared by all staff, governors and those who visit our school.

We also work with parents, carers, local and national agencies to address concerns and keep children safe from harm and exploitation.

In executing these duties, we undertake to:

- Train all staff (including temporary staff) to develop their understanding of how to recognise the signs and indicators of abuse, to know how to respond to a child who discloses abuse and recognise signs of vulnerability to radicalisation or extremism
- Support staff who have dealt with issues around abuse
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Encourage the development of self-esteem and resilience
- Ensure children know that there are adults in the school whom they can approach if they are worried
- Ensure there is a member of staff designated for the support of 'Children in Care'

- Include opportunities in the PSHE curriculum for children to develop the knowledge needed to recognise and stay safe from abuse
- Regularly review and update our procedures, policies and practices
- Work with parents and carers in partnership to create positive relationships that safeguard children and support families
- Work with agencies to share information and support families
- Ensure robust safer recruitment processes are in place at all times, including for temporary staff and visitors to the school site.



POST TITLE:	Teacher of English
STATUS:	Permanent, Full Time
SCALE:	Teachers Main/Upper Payscale
LINE MANAGER:	Head of English

JOB DESCRIPTION

In addition to the duties set out in the “School Teacher Pay and Conditions of Service” document and the Job Description for classroom teachers, this post carries with it the following responsibilities in the first instance:

Provide high quality, creative teaching in all classes, creating challenging and rigorous learning which leads to exceptional student engagement and progress.

Engage with opportunities for professional development in order to continuously develop as a classroom practitioner and subject specialist.

Principal Accountabilities

1. To assess, monitor and evaluate students’ progress in each class to promote pupil achievement and to ensure that underachievement is promptly addressed.
2. To plan lessons and schemes of work which promote challenge, rigour and creativity.
3. To use a range of strategies to engage students of all abilities with the subject.
4. To provide regular feedback for students in a way which supports their progress against targets and has a tangible impact on student learning.
5. To assist the Head of Department/Faculty in the ongoing review of the standards of leadership, teaching and learning in the subject area, consistent with the schools self-evaluation procedures.
6. To promote the schools’ core values of Aspiration, Creativity and Character and ensure that you actively implement the school’s behaviour policy to achieve consistently high standards of behaviour and engagement.
7. To support your Head of Department in ensuring that budget allocations to the department are spent in line with priorities and the principles of best value, and to ensure that all resources are kept in good order and safe

DUTIES AND RESPONSIBILITIES

Teaching, Learning and Assessment

- To oversee students’ work within English and ensure that learning experiences offered to students are challenging and tailored to their needs.
- To keep informed of curriculum developments relevant to the subject and contribute to detailed schemes of work, in line with national requirements and school policy.
- To ensure that students’ work is regularly assessed and progress monitored, and that accurate records of progress are kept.
- To celebrate pupils’ achievements e.g. regular display of work, assembly citations, rewards.
- To ensure that assessment data on pupil progress is submitted in line with agreed school deadlines.

- To ensure that the needs of SEND/EAL pupils are met in the classroom and liaise with the inclusion team for advice and support where necessary.
- To be willing to participate in the implementation of cross-curricular links with other departments.
- To assist the Head of Faculty in supporting public and internal examinations.
- To liaise with the appropriate tutor and/or Head of School/Year, to ensure that the educational needs of all students are met.

Professional Support

- To work collaboratively in the delivery of English in order to facilitate the effective development of the subject throughout the school.
- To maintain a disciplined learning environment within the subject areas.
- To liaise with the tutors and/or Head of School/Year over students causing concern.
- To work with the Head of Faculty to ensure that newly qualified teachers, student teachers and new staff are given appropriate advice and support.
- To participate in opportunities, to aid your professional development. Such opportunities will reflect the school’s approach to performance management and include strategies for extending professional experiences, in consultation with the Head of Department/Faculty.
- To ensure that appropriate work is set for cover staff.
- To contribute as necessary to the preparation of the English Faculty Handbook.

Communications

- To attend appropriate meetings where relevant and to provide feedback to team members.
- To attend teaching team meetings and contribute to discussions.
- To contribute to effective liaison with institutions outside the school, including primary schools and post-16 institutions organised by the department/faculty.
- To liaise with parents, as and when appropriate.

General

- Undertake additional tasks as required from time to time to support the growth and operational requirements of the department/faculty.
- Participate in the regular review of this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, 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.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

Signed:..... Date

Headteacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date

Teacher of English

PERSON SPECIFICATION

Teacher of English

Requirements:	Assessment Criteria		
Qualifications	Interview	Application Form	Lesson Observation
Qualified Teacher Status (or working towards)		●	
Evidence of continuing professional development	●	●	●
Experience:			
Successful involvement in planning, implementing and evaluating initiatives to raise attainment and continuously improve and adapt own classroom practice	●	●	●
Evidence of outstanding teaching with the ability to teach all Key Stages and abilities	●	●	●
Effective classroom management skills with efficient use and organisation of resources	●		●
Professional knowledge and understanding:			
Evidence of thorough knowledge, understanding and enthusiasm for the subject	●	●	●
Understanding of the strategies needed to establish high classroom standards of results and behaviour	●	●	●
Understanding of Key Stage 2 to 3 transition issues	●	●	
Understanding of the 14 to 19 curriculum and developments within the curriculum, particularly the KS3 Revised National Curriculum	●	●	
Knowledge of pupil data and its practical application in lesson planning and increasing student attainment	●	●	●
The ability to use ICT effectively to support tasks and activities	●	●	●
Behavioural competencies:			
Integrity and the ability to promote and maintain the highest standards in all aspects of the work in the school	●		
Team player with energy, enthusiasm, perseverance and a sense of humour	●		
Genuine interest and passion for young people's education and willingness to contribute to wider school life and ethos	●	●	
Ability to develop and maintain positive relationships with teachers, support staff and parents	●		

Ability to motivate students recognising and responding to the diverse needs of learners	•	•	•
Ability to reflect on own classroom practice to continuously improve and being open to feedback	•	•	
Ability to work independently using initiative and as part of a team contributing to INSETs	•		
Excellent written skills, as evidenced by application		•	
Excellent organisational and planning skills, encouraging positive collaborative working practices and planning own time effectively	•	•	•
Good communication skills, showing sensitivity and strength	•		•
Mentoring and coaching skills, showing ability to be both constructive and critical	•		
Ability and skills to manage change	•	•	
A commitment to developing curriculum activities within the faculty	•		
A commitment to on-going regular professional development, undertaking training as required	•	•	
Commitment to the Safeguarding and welfare of all students	•	•	
Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools	•	•	

English Teacher

Main / Upper Pay Range, inclusive of Teacher's Inner London Weighting

Job Start: September 2021

We wish to appoint an inspirational and dedicated English Teacher to play a key role in the next phase of our development.

Haggerston School was judged 'good' by OFSTED in October 2017. The OFSTED report noted: "Staff have high morale. They are proud to work at the school and feel that leaders support them in a variety of ways. These include providing training to meet their individual needs."

We are looking for someone who:

- is passionate about English with the ability to inspire students
- can demonstrate excellent teaching and classroom management skills
- has the ability to build good relationships with all students and adults
- has a commitment to developing curriculum activities within the English Faculty
- can promote and maintain the highest standards in all aspects of the work in the school

We can offer you:

- children and young people who are eager to learn and progress
- staff who are collegiate, committed to their own professional development and to improving outcomes for the students here
- an excellent physical environment recently refurbished and extended under BSF
- a school committed to your professional development
- work in a team where your skills, enthusiasm and hard work will be appreciated

If you are passionate about providing young people with a safe, supportive environment in which to ensure their success, we want to hear from you.

Download an application pack from the school's website or you can request one by contacting the HR Department via e-mail: recruitment@haggerston.hackney.sch.uk

Application forms can also be returned to HR via email.

Application closing date: 9am on Thursday 20th May 2021

Interview and Assessment: Tuesday 25th May 2021

We are a diverse community, committed to equality, and welcome applications from candidates from black and ethnic minority backgrounds.

Haggerston School is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce. All posts within the school are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.



Aspiration | Creativity | Character

APPLICATION AND RECRUITMENT PROCESS - EXPLANATORY NOTE

Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- The successful applicant will be required to complete an enhanced Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau).
- We may seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any safeguarding (child protection) allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although he/she may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you are selected, and possible referral to the police and/or the Disclosure and Barring Service.

Invitation to Interview

- If you are invited to interview this will be conducted in person and will explore any safeguarding issues and suitability to work with children as well as your previous employment record.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications
- Barred List Check

- a satisfactory enhanced Disclosure and Barring Service check
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- verification of medical fitness in accordance with DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of a probationary period

WARNING

Where a candidate is:

- found to be on the Barred List, or the enhanced Disclosure and Barring Service disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children, the facts will be reported to the Police and/or the Disclosure and Barring Service.