

## INFORMATION FOR CANDIDATES



# Advert



**Salary: M1 – UPS3 (outer London)**  
**Hours: Full Time**  
**Location: Enfield**  
**Start date: January 2021 (or earlier)**

Would you like to work at a school that has a prestigious past, a wonderful present and a bright future? Would you like to work in a well-established school, proudly rated Good by Ofsted in September 2018? If so, we would like to hear from you.

Our aim is to prepare our boys for the world, both academically and socially. We expect hard work, good manners and in turn provide learning opportunities where all can fulfil their potential. Our motto, "Tant Que Je Puis" (As Much As I Can) is at the heart of our School community and we actively encourage both staff and students to strive for this aspiration. If you share our vision, we would strongly encourage you to apply.

We are seeking to appoint an enthusiastic and creative teacher to join the School's successful and supportive English Department. Ideally, you will be interested in teaching across all Key Stages and welcome the opportunity for collaboration within the department as well as the freedom to teach to your particular areas of interest. This position would suit either an NQT or experienced teacher.

Enfield Grammar School is an 11-18 boys' comprehensive school located in the heart of Enfield Town. For more information about the School, please visit [www.enfieldgrammar.org](http://www.enfieldgrammar.org)

#### **We Offer:**

- Access to opportunities for self-development and regular Continuing Professional Development sessions.
- Opportunities for career progression.
- A health care plan, including reimbursement for optical, dental, physiotherapy and a range of other areas, 24/7 GP access and free counselling.
- On site gym facility provided by Nuffield Health.
- Strong commitment to equality, diversity and inclusion.

#### **You Will:**

- Be passionate about teaching and committed to contributing to the School community.
- Teach through a range of styles and activities to encourage thinking skills and encourage our students to be active learners.
- Have the highest standards at all times to ensure maximum progress and outcomes for our students.
- Be a positive person able to work effectively as part of a team.

#### **How to Apply:**

To apply please complete and submit an application form to [applications@enfieldgrammar.org](mailto:applications@enfieldgrammar.org) or online via the TES portal. If you have any questions regarding the role, please contact Ms Demir, Head of English, on 020 8363 1095.

The School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory Enhanced DBS check and pre-employment checks.

Closing date for applications: **12pm on Thursday 1 October 2020**

**Interviews will take place w/c Monday 5 October 2020**

#### **Ofsted 2018:**

*"Pupils, sixth form students and staff are proud of their school."*

*"Leaders and teachers are ambitious for their pupils. Leaders understand the importance of good behaviour for learning."*

*"Leaders train teachers well to improve the quality of their teaching. This training is having a marked positive impact on pupils' learning and their progress."*

# Closing Date: 12pm, 1 October 2020

# Letter from the Headteacher



Dear Applicant

Thank you for your interest in Enfield Grammar School. I hope that you are as excited about this opportunity as we are, as this is a great opportunity to join our School.

We are looking for a teacher who shares our passion, our ethos and expectations, who can motivate and inspire students and colleagues to be the best that they can be.

I recognise that preparing an application is a time-consuming process and I should like to thank you in advance for submitting your application.

Please do not hesitate to contact Ms Demir, Head of English, should you require further details about the role.

Yours sincerely

C Lamb  
**Headteacher**



# About the School



Enfield Grammar is a successful school with a strong tradition and excellent reputation. We were rated 'Good' in our recent Ofsted inspection (September 2018) and continue to strive to improve outcomes for students. We take great pride in our comprehensive CPD programme that allows all staff to develop their practice and expand their skill set.

Enfield Grammar School is rightly proud of its fine traditions and examination achievements. We are also a school which is intent on ensuring that the breadth and quality of education will, as far as is possible, equip all of our students to meet the rapidly changing demands of the future.

We are a Specialist Sports College and converted to Academy status in August 2011. There is a strong commitment to supporting staff development.

The School is based on two sites. The Upper School is a mixture of original 16th and more recent 20th Century buildings and is situated just off the Market Square in the centre of Enfield Town. The Lower School, some five minutes' walk from the Upper School, is a 17th Century listed building which houses Years 7 and 8. The school roll is approximately 1100 boys, of whom some 210+ are in the Sixth Form.

The School has a strong commitment to extra-curricular activities of all forms and it is expected that all potential members of staff would be willing to support this commitment. As a comprehensive school dedicated to serving the local community, as it has done since 1558, we admit 180 boys each year, representing the full range of ability from diverse ethnic and cultural backgrounds.



# English Department



The English Department at Enfield Grammar School aims to make all boys powerful users of language. We encourage boys' creativity in writing and reading and try to make their English lessons both rigorous and enjoyable.

The department consists of eight full-time members of staff. Media Studies GCSE and A Level are also taught by members of the English Department.

We currently prepare boys in Years 9, 10 and 11 for the AQA GCSE for English Language and Literature. There are two sets for English Literature A Level (Edexcel). At Key Stage 3 we have a well-resourced and recently revised curriculum but there remains plenty of opportunity for teachers to draw on their own areas of interest and particular expertise.

Boys at Enfield Grammar respond very positively to the subject and are keen to participate in the enrichment activities we provide (author visits, theatre workshops, the annual KS3 Creative Writing Competition, the Speak Out Challenge) and attend the extra study sessions we provide for boys who want to improve their grades.

The English Department has been stable and successful and provides teachers with the chance to collaborate, and the freedom to exploit their own tastes in literature and film. This is an excellent opportunity for an enthusiastic and creative teacher to work with engaging students within a friendly and supportive department.



# Job Description



## **Purpose of the job:**

The teaching of students, and the associated pastoral duties in respect of those students, in accordance with the aims and objectives of the school.

**Responsible to:** The Headteacher and Governing Body.

## **Main Duties and Responsibilities:**

*This post is subject to the current conditions of employment of teachers contained in The School Teachers' Pay and Conditions Document.*

## **Planning**

- Identify clear teaching objectives and specify how they will be taught and assessed.
- Set tasks that challenge students and ensures high levels of interest.
- Set appropriate and demanding expectations.
- Set clear targets for students building on prior attainment.
- Identify SEND, disadvantaged and gifted students.
- Provide clear structures for lessons, maintaining motivation, pace and challenge.
- Select and prepare and organise resources with the help of support staff where appropriate.
- Make effective use of assessment and ensure coverage of the scheme of work/programme of study.

## **Teaching and Learning**

- Establish a purposeful learning environment where students feel secure and confident.
- Teach clearly structured lessons which interest and motivate students.
- Organise teaching and learning time effectively.
- Organise and manage the physical teaching space, tools, materials, texts and other resources safely and effectively with the help of support staff where appropriate.
- Set high expectations for students' behaviour and manage students' behaviour constructively.
- Use ICT effectively.
- Provide homework and other out-of-class work that consolidates and extends work carried out in class.

# Job Description



## Teaching and Learning continued

- Work collaboratively with other colleagues.
- Evaluate teaching in order to improve effectiveness.
- Consult with subject leader and Line Manager about professional development.

## Monitoring and Assessment

- Make appropriate use of a range of monitoring and assessment strategies to evaluate students' progress towards planned learning objectives.
- Monitor and assess students' work giving constructive feedback to support students as they learn, including student response to feedback.
- Set targets for progress.
- Assess students' progress accurately, using, as appropriate, National Curriculum, requirements of Awarding Bodies, etc.
- Record students' progress and achievements systematically
- Use records as a basis for reporting on students' attainment and progress orally and in writing for parents, carers, other professionals and students

# Person Specification



KEY: I = INTERVIEW / A = APPLICATION

	Essential	Desirable	How tested
<b>ATTAINMENT</b>			
- Qualified teacher status	X		A
- Degree which includes a substantive element for English	X		A
<b>KNOWLEDGE OF</b>			
- English to GCSE	X		A, I
- English to 'A' level		X	A, I
- the National Curriculum in English	X		A, I
- ICT and the learning of English	X		A, I
<b>UNDERSTANDING OF</b>			
- the issues concerning raising the attainment of boys		X	A, I
- the challenges of teaching English to all ability ranges		X	A, I
- the needs of a diverse comprehensive school community		X	I
- the AFL agenda in English	X		I
<b>ABILITY TO</b>			
- co-operate effectively with colleagues	X		I
- support the school policy of recording and reporting	X		A, I
- accept advice and feedback and act accordingly	X		I
- form effective relationships with students and staff	X		A, I
- employ effective strategies of classroom control and management	X		A, I
- perform clerical and administrative tasks efficiently	X		
<b>COMMITMENT</b>			
- determination to raise the achievement of all students	X		I
- has high expectations for all	X		I
- willing to teach all ages and abilities (up to at least GCSE)	X		I
- to contribute to curriculum development	X		I
- to support the school's equal opportunities policy	X		I
- to contribute to extra-curricular activities		X	A, I
<b>QUALITIES</b>			
- enthusiasm for English	X		I

# Safeguarding



Enfield Grammar School is committed to safeguarding and promoting the welfare of children, and safe recruitment of staff is central to this commitment. We will ensure that our recruitment practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children. All adults who work with or on behalf of children and young people in our school must be competent, confident and safe to do so.

All posts working with children should be aware of, and share the commitment to safeguard and promote the welfare of children and young people when applying for jobs within Enfield Grammar School.

This commitment is expressed through the following requirements:

## Recruitment

Failure to adhere to the following requirements means that an applicant will not be employed to work at Enfield Grammar School.

- Applicants will be required to undertake an enhanced DBS (Disclosure Barring Service) check if an offer of employment is made and will not be able to take up post until a satisfactory check has been received.
- Applicants are required, when completing an application for a post within the school, to supply full education and employment history since leaving secondary school, with explanations for any gaps.
- An applicant's personal commitment to safeguarding children and young people will be explored through the interview process.
- Successful applicants must show proof of identity and qualifications certificates, along with various other pre-employment clearances before a firm offer of employment is made.
- Prior to taking up post, applicants will be expected to sign the School's Code of Conduct, which commits them to upholding the highest standards in public life, both in the way they undertake their professional duties, and in their personal conduct.

## Employment

Failure to adhere to the following requirements may result in summary dismissal:

- To participate in induction processes, professional line management and annual appraisal, where the employee's ability to safeguard children, young people or vulnerable adults through professional involvement and personal conduct will be guided and assessed.
- To undertake mandatory training, including child protection training, as appropriate to their duties.
- To familiarise themselves with all relevant policies and procedures, produced by the School, including procedures for managing allegations against staff.