



ST. EDWARD'S
OXFORD

TEACHER OF ENGLISH
FULL TIME
FOR APPOINTMENT IN SEPTEMBER 2020 (OR SOONER)

INFORMATION FOR CANDIDATES

A message from the Warden

Thank you for expressing an interest in working at St. Edward's - a traditional co-educational boarding school with progressive educational principles, set in the heart of Oxford.

St Edward's is a refreshingly different kind of school – the deliberate emphasis on a broad range of academic abilities on entry creates a community that fizzles with varied interests and enthusiasms. We are one of very few school to successfully offer both A Level and the International Baccalaureate in the Sixth Form, further supporting the diversity of our pupil body.

We want to equip our pupils with the best exam grades they can achieve, and our results and value-add scores show how well we do this; but just as importantly, we believe that education is about the whole person: we emphasise the development of wider learning skills in the class room, complemented by a rich and varied co-curricular programme.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about our academic results and our distinctive ethos on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently 690 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

There are 13 boarding Houses, 12 of which have around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks.

The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

All teaching staff play a full part in the boarding and co-curricular life of the school.

About the English Department

The Department emphasises two main principles throughout the school: the study and appreciation of literature and the practice of good, imaginative writing. Pupils are encouraged to read widely, with intelligence, enthusiasm and discrimination, and to be lucid and articulate in class discussions and on paper. Considerable emphasis is placed on accuracy and discernment in the use of the English language, but pupils are also expected to leave St Edward's equipped to express their ideas with passion and confidence. The subject's particular suitability for discussing moral, social and philosophical concerns is celebrated by teachers at all levels. The Department has exercised its independence robustly in terms of text choices and curriculum, but it is unafraid to respond imaginatively to the challenges presented by the prevailing winds of educational change.

The Department now teaches over 90% of the school and English has a central role to play in terms of St Edward's results. A quarter of 2019's GCSE grades 9-8 were awarded in English subjects, with 78% of English Language grades in the 9-7 range. 85% of our A-level students had their best grade in English. Understandably, English is a popular university choice, and pupils often go on to read English at Oxford or Cambridge, as well as other leading universities.

We are currently teaching International GCSEs in English Language (Edexcel) and World Literature (CIE). In the Sixth form, we teach the International A-level (CIE) and English A - Literature (IB). Teachers from the English Department are frequently to be found on the list of IB Extended Essay supervisors. On top of this, the Department has been playing a leading role in a whole-school drive to improve the standards of written literacy amongst St Edward's pupils, and coordinates a number of other whole-school activities.

About the role

Teachers report to the Head of Department and are responsible to the Warden. This role relates to pupils, parents, teaching staff and non-teaching staff.

Main responsibilities:

- to deliver well-planned, engaging and challenging lessons in accordance with the schemes of work
- to engage positively with their own professional development
- adhere to all departmental and school policies relating to assessment, tracking and monitoring of progress, including regular reporting to parents and tutors
- be fully aware of Health and Safety regulations relating to all activities which they undertake
- play a full part in the wider life of the school community, which for part-time staff may include sports and other co-curricular activities and assisting in evening supervision in a boarding house
- act as academic tutor to a small group of pupils, carrying out regular 1:1 tutorials

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Warden to reflect or to anticipate changes in the job commensurate with the grade and job title.

St Edward's operates its own pay scale and the School will comply with the employer pension duties in accordance with Part 1 of the Pensions Act 2008. Other non-contractual benefits include private health scheme; membership of the Nuffield Health Fitness & Wellbeing Gym and death-in-service insurance.

About the Candidate

The person appointed will be a well-qualified English Teacher with a good degree from a recognised university, experience of working with children or young people, and, in most cases, a post-graduate teaching qualification. The successful candidate will be happy to contribute to ToK, EE or EPQ candidate supervision. Experience of teaching IB, while desirable, is by no means essential. He or she will be fully supportive of the School's academic vision and pedagogical principles.

Person Specification Characteristics	
A good Honours degree in a relevant subject	Essential
Educational qualifications (PGCE, M.Ed)	Desirable
An outstanding classroom practitioner	Essential
Able to work flexible hours, including some evening and weekends	Essential
Passion for the subject	Essential
Able to enthusiastically contribute to the wider life of the school e.g. sports, music, drama, CCF, Duke of Edinburgh or other co-curricular activities	Essential
A proven track record of building and maintaining good relationships with pupils	Essential
A proven track record of building and maintaining effective working relationships with colleagues	Essential
Excellent communication skills (written and spoken)	Essential
Awareness of, and willingness to use, contemporary educational research	Desirable
Committed to safeguarding children and young people	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. All staff are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

Health and safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with colleagues responsible for the various areas of the School's activities. These interviews will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children. Candidates will be asked to teach a lesson and possibly observe a lesson and in turn give feedback to the Deputy Head Academic. They will also be given a tour of the School by a pupil. Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed or posted to wardenpa@stedwardsoxford.org / the Warden, St Edward's School, Oxford OX2 7NN. Suitable candidates will be interviewed as soon as possible.

If you would like further information about this post, please contact the Head of English, Mr Jason Clapham, by email: claphamj@stedwardsoxford.org or 01865 319416