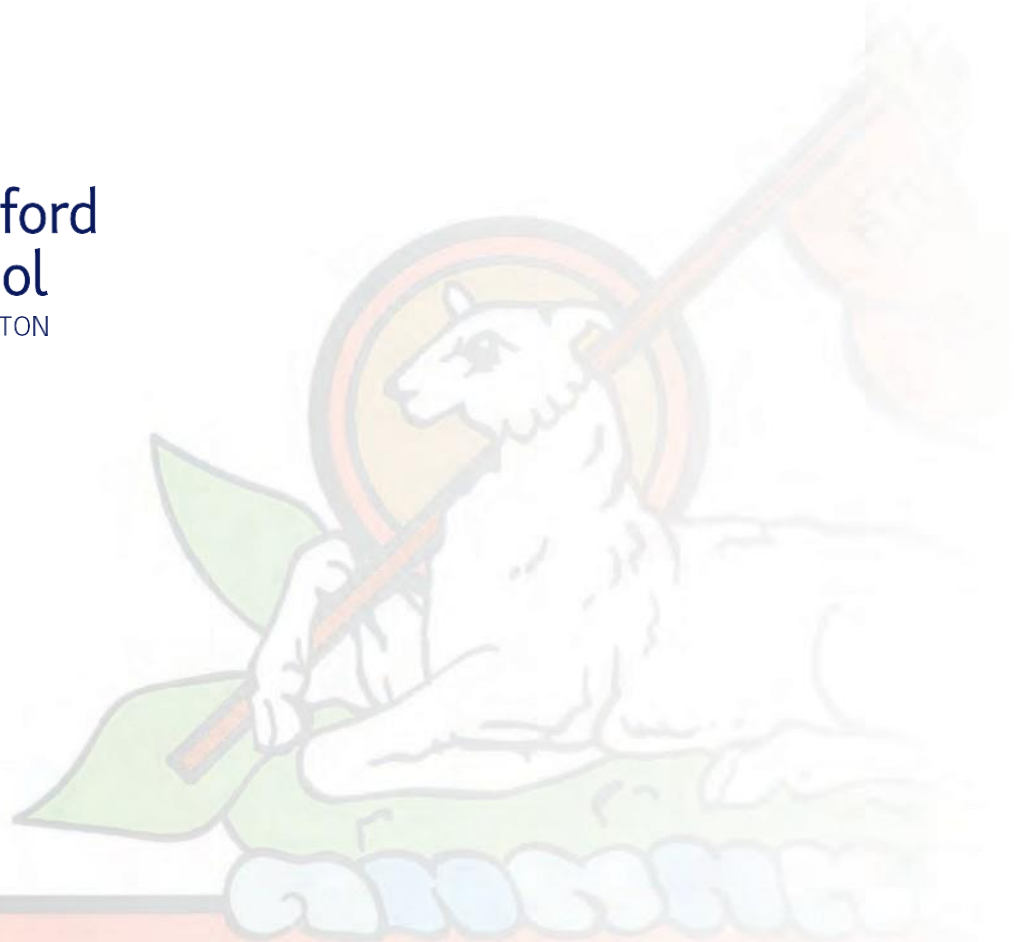




Halliford  
School  
SHEPPERTON



Applicant Information  
English Teacher with SEN Support  
September 2020 / January 2021

## Welcome from the Headmaster

Dear Applicant

Thank you for the interest you have shown in Halliford School and our current position of Teacher of English with SEN Support. May I take this opportunity to welcome you to our wonderful school and I hope that what you will read on the following pages will encourage you to come and see for yourself what an inspiring place Halliford School is to learn and work at, you would be joining us at a very exciting time in our development.

As the Headmaster, I am working with the students and staff here to create a school where we strive for excellence in all that we do. My job along with my colleagues on the senior leadership team is to support and empower our dedicated members of staff as they strive to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing new staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning where possibilities for our students are endless.

At Halliford School we recognise that every child is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complemented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations and instilling in them confidence and resilience for the future.

As young Hallifordians we recognise that a child's potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities, while working hard with them to develop any areas that might need further improvement. We are able to offer small class sizes which enable personalised teaching and learning strategies suitable for our boys.

We recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

There are currently around 420 students on roll. The school teaches boys in years 7 – 11 and since 2007 has taken girls into sixth form. In November 2014, the school was accepted into membership of HMC. The school has seen continued expansion in recent years and has an impressive array of facilities including a dedicated theatre, classroom block, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at school and on a nearby separate site. In 2012 the school completed the magnificent Philip Cottam Centre which houses: Music, Art, Sixth Form Centre and Cafe along with refurbished kitchens and dining room. Over the course of the last two years we have invested heavily in new facilities within the school, including a new state-of-the-art Sixth Form Study Centre, IT suites, two new Science Laboratories and an iMAC music composition suite.

Further exciting plans are now being considered by the dynamic governing body for the next phase of development at the school.

More details about the school can be found on our website at: [www.hallifordschool.co.uk](http://www.hallifordschool.co.uk)

We are proud of many excellent results achieved by our students and see some magnificent University destinations for our Upper Sixth Form, including Oxbridge.

The staff room at Halliford is welcoming and supportive of new colleagues. Our boys are full of energy and enthusiasm and we work in an environment founded on the principle of mutual respect for one another. We are a busy school and our staff offer a great number of opportunities to the students and we seek to offer our staff rich opportunities for personal and professional development and training.

I warmly invite you to consider joining us to be a part of this wonderful school on our exciting journey and I look forward to hopefully inviting you to interview.

Good luck!



**Mr J Davies**  
**Headmaster**



## The Position

This is an exciting role, which seeks to build on the outstanding provision of our English Department whilst supporting our exceptional SEN Department at Halliford School. The new Teacher of English and SEN Support will be responsible for supporting the English Department and SENCo to ensure that the future of English and SEN support at the school continues to be forward thinking and seeks to inspire all students to develop a love of English.

We are looking for a well-qualified, talented and energetic individual. This is a wonderful opportunity for an engaging and driven teacher to support at this small and dynamic School. Halliford is a thriving School with a particularly friendly and supportive staff and pupil community.

## Process of Application

We trust that this brochure will provide you with helpful information on which to make a decision regarding your application for this post.

Along with this pack, you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Claire Worrell, the Headmaster's

PA who will be delighted to assist you.

Telephone: 01932 234925. E-mail:

[head.pa@hallifordschoolco.uk](mailto:head.pa@hallifordschoolco.uk)

If you would like to come and pay us a preliminary visit, you would be warmly welcome at a mutually convenient time. To arrange this, please contact Mrs Claire Worrell, the Headmaster's PA.

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the Headmaster's PA to arrive no later than 9am, 19<sup>th</sup> June. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date. Please note that interviews will be held on-line but tours of the school will be available.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.



## **The English Department and Learning Support Department**

As a core subject, the English Department is a busy and successful one, highly regarded within the school, with students consistently achieving wonderful results.

Our Learning Support Department has an exceptional reputation for supporting our students and the team of three work closely together.

The English Department has four members of staff who work closely together as a team. The successful candidate will teach throughout the school, including GCSE and possibly A Level.

The Departments aim to develop pupil skills in reading, writing, and speaking and listening, covering a range of literature from Shakespeare to Suzanne Collins, the poetry of Browning to Wilfred Owen, Robert Louis Stevenson to Louis Sachar, and much in between. The Departments have an excellent record of helping candidates across the ability range to achieve their best potential results. Last year saw a 100% pass rate in English Literature and 99% in English Language. Our A level results were equally impressive with 100% A\* - C grades.

In Year 7, pupils study English for five forty-minute periods a week and in Years 8 and 9, pupils have four forty-minute periods a week. Through a wide variety of novels, poetry, non-fiction and plays, pupils hone skills in presentation, creative writing and analytical writing. Texts include two Shakespeare plays, war literature, and speeches that have changed the world.

Pupils follow specification A of the Edexcel IGCSE English Literature and Language course. Pupils are placed into four sets in Year 10 and will study the set Anthology for their Language examinations. Sets three and four produce two pieces of written coursework, as part of their overall grade. All pupils will also produce two pieces of coursework on

Macbeth and An Inspector Calls, which is worth 40% of their overall Literature grade.

In the Sixth Form, we offer A Level English Literature following the new Edexcel syllabus.

Extra-curricular activities and trips are an important part of our courses. In Year 8, pupils have the opportunity to take part in the Shakespeare Extravaganza a two-night set of performances where the whole year group are engaged in presenting a series of scenes from a chosen Shakespeare play to packed audiences of appreciative parents and friends. In Year 10, all pupils take a three-day trip to the French and Belgian World War I battlefields. In addition, there is an annual Creative Writing Competition and Evening, with workshops and final judging by a professional author. Throughout the year, pupils are offered a Creative Writing lunch time club and the chance to join the Young Reporters scheme. Halliford has also fielded several highly successful public speaking teams in the Youth Speaks competition; in recent years, our team went all the way to the final round.

### **Facilities**

The department benefits from four large spacious classrooms all equipped with interactive smart whiteboards. There is also a large departmental office with space for each of the staff to work on their own PC.

### **Current Staffing:**

#### **English Department**

Donna Mitchelmore – Head of Department

#### **Teachers**

Jackie Butler-Smith

Joe McElroy

Nadiah Killick

#### **Learning Support Department**

Philippa Peacock – Head of Department

#### **Assistants**

Natalie Kritzinger

Matt King





## Halliford School

### Job Description – Teacher of English with SEN Support

#### Salary

The post holder will be paid on the appropriate point of the Halliford School Teacher's Pay Scale. We have our own pay scale, which is significantly above the maintained sector.

#### Lines of Responsibility

The Teacher of English with SEN Support is directly responsible to the Head of English and SENCo on curriculum matters and the relevant Head of House for pastoral issues.

#### Job Content

##### Strategic Purpose

- The basic duties of a teacher are outlined in the Staff Handbook and include the role of form tutor. All members of staff are expected to contribute to the rich extra-curricular life of the school.

##### Operational Responsibilities Teaching English

- Teach English Language and Literature as required from Key Stage 3 to GCSE and A Level (Literature only)
- Plan high quality lessons in accordance with the departmental Scheme of Work
- Take full account of students' prior levels of attainment and use this along with available academic data to inform planning.
- Maintain good discipline by following the school's policies and procedures.
- Establish a purposeful working atmosphere during all lessons and activities.
- Set appropriate and challenging goals for all students.
- Identify and work appropriately with those students with 'Special Educational Needs and Disabilities', 'Potential High Achievers', and those with 'English as an Additional Language'.
- Organise and deliver English clinics / drop-in sessions, as required.
- Communicate effectively with parents.
- Set work when required for absent students and e-mail to parents.

##### Operational Responsibilities SEN Support

- To provide support for identified students in the classroom
- To plan and deliver small group / 1-1 interventions as appropriate
- To monitor and evaluate student progress and report on this to the class teacher / SENCo
- To be familiar with the learning profiles, or Education, Health Care Plan (EHCP) of individuals, and to use this knowledge to support specific students
- To act as a scribe / reader / prompt as appropriate for internal/ external examinations
- To maintain records of interventions
- To attend relevant meetings as required (including at the end of the school day)
- To undertake from time to time such work as may be determined by the SENCo or Deputy Head (Academic)
- To follow school policies
- To maintain confidentiality in and outside the workplace



## **Key Responsibilities**

### **Assessment, Recording and Reporting**

- Keep accurate and regular records of students' work.
- Mark and return work set, including homework in line with the departmental and whole school policies and within an agreed and reasonable time.
- Carry out assessment programmes as agreed by the Head of Department and Director of Studies.
- Complete detailed full written reports and grade cards in line with the whole school reporting schedule.
- Attend parents' evening as required and keep parents regularly updated about their child's performance and targets.

### **Extra-Curricular**

- To take a full and active role in the extra-curricular programme on offer at the School.
- To organise and participate in educational visits.
- To prepare suitable classroom and departmental display material.
- To participate in the School Open Days and Entrance Examination day.
- To participate once a week as a member of the staff duty team.

### **Pastoral**

- To be a form tutor to an agreed year group providing pastoral and academic oversight to a group of approximately 15-20 students.

### **Performance Management and Professional Development**

The teacher will be part of the School's Performance Management Scheme. S/he will be assigned an appraiser (usually the Head of Department) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

### **Conditions of Employment**

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

## Teacher of English with SEN Support

### Person Specification

<b>Applicants should:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Primary means of assessment</b>
Have a good Honours Degree	✓		Application Form
Evidence of qualification to teach English to A level		✓	Application Form
Demonstrate they have maintained an up-to-date knowledge of subject and teaching methodologies	✓		Supporting Letter / Application Form
Experience of 1:1 tutoring / mentoring		✓	Supporting Letter / Application Form
Have a good understanding of assessment and public examinations	✓		Supporting Letter
Have a good understanding of the needs of SEND students		✓	Supporting Letter
Have Qualified Teacher Status / PGCE or be willing to undertake this qualification at the School		✓	Application Form
Have high expectations of students	✓		Interview
Be able to communicate effectively with students age 11 - 18	✓		Interview
Be able to communicate effectively with colleagues	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Act upon and listen to advice from colleagues	✓		Interview
Have a good range of teaching strategies	✓		Interview
Be able to effectively use data to help students achieve their full potential		✓	Supporting Letter
Demonstrate knowledge of how to plan for effective learning	✓		Interview
Ability to prioritise effectively	✓		Interview
A professional approach, which inspires confidence in students and parents.	✓		Interview
Be able to teach challenging and well organised lessons as part of a scheme of work	✓		Interview
Mark effectively	✓		Interview
Ability to coach a team sport		✓	Interview
Have a sound understanding of Safeguarding within the teaching profession	✓		Interview
Understand the needs of PHA and EAL students		✓	Supporting Letter
Excellent written and ICT skills (Microsoft Office)		✓	Interview
Be willing to participate in the wider extra-curricular life of the School	✓		Interview
A good sense of humour	✓		Interview

## Shepperton and South West London

Halliford School is situated alongside the banks of the River Thames in a beautiful setting. The school was founded in 1921 as an independent grammar school on the present site. The building closest to its road is the oldest, a tall-storied Georgian House set in six acres beside the River Thames that was once home to Emma Hart (later Emma, Lady Hamilton) when she lived with Charles Francis Greville before she married and then became Lord Nelson's mistress.

The village of Shepperton is equidistant between the towns of Chertsey and Sunbury-on-Thames. The village is mentioned in the Domesday Book, where it was an agricultural village.

Probably most well-known for the local film studios, the village is home of approximately 10,000 people and boasts a magnificent high street with all the individual shops and restaurants so often lacking from most modern towns. The School works hard to support local businesses and is proud to source the vast majority of our food and provisions from local businesses.

There are many local restaurants and riverside walks and thriving sports clubs and cultural opportunities on offer. The boroughs of Spelthorne, Kingston, Staines and Richmond-upon-Thames offer a vast array of accommodation options ideal for young people and those with a family.

The village is the final stop on a branch line from London Waterloo with services stopping at Vauxhall, Clapham Junction, Wimbledon, Kingston, Teddington, Hampton and Sunbury. The journey time to London is 50 minutes. There is also a further faster route to London from nearby Walton-on-Thames with fast trains taking 25 minutes to reach London Waterloo. The School operates a shuttle bus along with other local services buses to Walton-on-Thames. London Heathrow is approximately 15 minutes by car and 45 minutes by local bus. The M3 and M25 are a few minutes' drive from the School.



## Additional Information

### Non-contractual benefits to Staff

#### Pension

Membership of the Teachers' Pension Scheme is offered to all teaching staff.

#### School Fee Reduction

Children of teaching staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

#### Initial Teacher Training

Initial Teacher Training through HMC / University of Buckingham and a thorough NQT induction process through ISTIP are available to those staff who require them. A reduced timetable and weekly mentor support are offered to these colleagues.

#### Meals and Refreshments

All staff are entitled to eat free of charge each day during term time in either main Dining Room or in the Sixth Form Café where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality teas and coffee are also available daily from the Sixth Form Café.

#### Sports Facilities

Members of staff are able to use the School gym and fitness facilities subject to approval from the Director of Sport.

#### Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff as well as students including the opportunity to travel and visit new countries.

### Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

### Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

### Other Benefits including

- Ability to register with [cyclescheme.co.uk](http://cyclescheme.co.uk)
- Childcare vouchers scheme
- Personal accident insurance through the school insurers
- 24 hour counselling helpline service
- Enhanced sickness
- Staff socials
- Opportunities to join worldwide educational trips
- Occupational Health Service

### Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School. Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required by to be completed by the successful candidate.

## Further Information

If you have any queries regarding the application process, please do not hesitate to contact Mrs Claire Worrell, the Headmaster's PA & HR Officer who will be delighted to assist you:

Telephone: 01932 234925

E-mail: [head.pa@hallifordschool.co.uk](mailto:head.pa@hallifordschool.co.uk)

Halliford School  
Russell Road  
Shepperton  
Middlesex  
TW17 9HX

[www.hallifordschool.co.uk](http://www.hallifordschool.co.uk)

[www.facebook.com/hallifordschool](https://www.facebook.com/hallifordschool)

[www.twitter.com/hallifordhead](https://www.twitter.com/hallifordhead)