



Information for Applicants

English Teacher

Required for September 2024 or earlier



Battle Abbey School, High Street, Battle, East Sussex TN33 0AD

Tel: 01424 772385

www.battleabbey.school

For further information please contact Mrs Alison Ambrose, HR Manager
at hr@battleabbey.school (01424 772385)

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Battle Abbey School
Battle
East Sussex
TN33 0AD
Telephone 01424 772385
Headteacher: Hannah Blake

Dear Applicant,

Thank you for your interest in the exciting vacancy for an English Teacher.

We are looking for an outstanding teacher of English for September 2024 or possibly earlier. This is an ideal opportunity for either an experienced or newly qualified teacher to join a thriving department in our Senior School, teaching students aged 11-18.

The successful candidate will join a dynamic team that consistently achieves high exam results. As well as teaching across the age range, the successful candidate will be required to contribute to the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.

Battle Abbey School is an independent, co-educational, day and boarding school, educating pupils from the age of 3 months – 18 years. We accept pupils with a range of abilities and we are very proud of their many and varied achievements, especially at GCSE and A Level. In essence, Battle Abbey is a family school where student and staff wellbeing are highly prized as is good teamwork and mutually beneficial collaboration. The successful candidate must therefore support the School's ethos and become an active, caring and valuable member of our community. Teaching will be your top priority, but there are also numerous opportunities to get involved with our Prep School, Boarding and House system as well as with our extensive extra-curricular programme.

Battle Abbey School has gone from strength to strength in recent years. We have achieved impressive growth in pupil numbers and have expanded our facilities significantly. Our team is highly skilled and brings a wealth of experience and expertise with the aim that every child achieves their potential in whatever field that may be. We offer teachers special opportunities, which do not exist in larger schools, and this, combined with the enchanting Senior School location and the warm, good-humoured and supportive working atmosphere, makes this post especially attractive. Battle and the surrounding areas are a wonderful place to live and there may be the possibility of accommodation for the successful candidate.

I hope this information will help you in your decision to apply for this new post but if you have any questions, please contact the HR Manager, Mrs Alison Ambrose, on 01424 772385 or via email at hr@battleabbey.school I look forward to receiving your application.

Yours sincerely,

Email: headteacher@battleabbey.school

website: www.battleabbey.school

THE ENGLISH DEPARTMENT

The English department at Battle Abbey School is a dynamic and successful one. The key teaching rooms provide a stimulating environment in which to learn. Students follow the syllabus for AQA exams at both KS4 and KS5. Many of our students join us from the Battle Abbey Prep School and we aim to maintain strong links with the English department there. In Year 9, we are joined by students from local prep and state schools and at this stage we introduce setting in English. We are a boarding school, so we teach students from around the world, some of whom join us for a term, while others often live and study at the school from Year 7 to Year 13. All of our international boarders follow the same syllabus as those with English as a first language.

From Year 7, students are encouraged to take ownership of their work and to become independent learners. A holistic approach to teaching, linking texts and topics to students' own experiences, allows students to view the subject in the context of their own lives. The primary aim is to allow students to become confident practitioners of English and to achieve this through stimulating, structured and relevant lessons. The ability to write sustained and technically accurate work is of paramount importance. By the end of each key stage, students must feel equipped to achieve their personal best in both internal and external examinations. To achieve this, the curriculum is informed by the criteria and philosophy of examining bodies but not circumscribed by exam syllabi. The English curriculum facilitates the transition between each year and key stage and allows students to build on previous success and skills learnt. This has contributed to very good results at GCSE over recent years.

English Literature is a popular subject at A Level. A high proportion of students achieve A and A* grades, but equally important to us are the personal achievements of students and the progress that they make. In previous years students have gone on to study the subject at Oxford and Cambridge.

We currently run trips to The Globe as well as lecture trips for our sixth formers. In addition to the weekly James Joyce English Society, we run a creative writing and book club. We also enter a range of creative writing competitions and the annual Rotary Club 'Youth Speaks' competition. We would welcome any contribution to these activities as well as new ideas to provide students with opportunities to use English in diverse and enjoyable ways.

We are looking for a candidate with excellent subject knowledge and experience teaching English Language and Literature from KS3 to KS4 and, ideally but not essential, English Literature at KS5. Equally important is enthusiasm for both the subject and teaching it, combined with a willingness to contribute to the development of The English department and the school's extra-curricular activities programme. We will consider applications from newly qualified teachers. We can offer the successful candidate commitment to your Continuing Professional Development, the opportunity to teach from Year 7 to Year 13 and to be part of a friendly and hard-working department.



JOB DESCRIPTION – ENGLISH TEACHER

Battle Abbey School teachers are expected to uphold the high personal and professional standards laid down by the Head, especially with regard to staff dress and discipline. In addition, they are expected to:

- **Teaching:**
 - Plan and prepare courses and lessons
 - Teach, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
 - Assess, record and report on the development, progress and attainment of pupils; in each case having regard to the curriculum for the school.
- **Other activities:**
 - Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
 - Provide guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.
 - Make records of and reports on the personal and social needs of pupils.
 - Communicate and consult with pupils' parents and guardians.
 - Communicate and co-operate with persons or bodies outside the school.
 - Participate in meetings arranged for any of the purposes described above.
 - Attend school special days (eg Speech Day) including Parents' Consultations.
 - Support school functions as required (eg sports events, trips, drama productions, etc).
- **Boarding:** support the boarding life of the School by contributing to weekend activities (this will usually be one day per half term, ie up to 6 days per year).
- **Extra-curricular activities:** participate in the running of departmental and school-wide extra-curricular activities, and support and develop programmes designed to engage, stretch and challenge pupils.
- **Assessment and reports:** provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- **Observation:** be willing to observe and be observed teaching.
- **Appraisal:** participate in arrangements for the appraisal of staff.
- **Further training and development:**
 - Review from time to time his/her methods of teaching and programmes of work.
 - Participate in arrangements for his/her further training and professional development.
- **Educational methods:** advise and co-operate with the Head and others on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

- **Discipline, health and safety:** maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities and elsewhere.
- **Staff meetings:** participate in meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.
- **Absence/Cover:** undertake an appropriate share of the collective staff responsibility to cover for absent colleagues when required.
- **Public exams:** participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations; record and report such assessments; and participate in arrangements for pupils' presentation for and supervision during such examinations.
- **Management:** take such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- **Administration:**
 - Participate as required in administrative tasks related to the curricular, pastoral, boarding and organisational tasks described above.
 - Attend assemblies, register the attendance of pupils and supervise pupils as necessary.

PERSON SPECIFICATION

Attribute	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • Good honours degree in relevant subject area • Teaching qualification 		<ul style="list-style-type: none"> • Application form • Qualification certificates
Experience	<ul style="list-style-type: none"> • Both experienced and newly qualified teachers are welcome to apply 	Ability to teach drama at KS3	<ul style="list-style-type: none"> • Application form
Skills	<ul style="list-style-type: none"> • Excellent communication of subject knowledge • Ability to use range of teaching strategies • Classroom management skills 	<ul style="list-style-type: none"> • Use of variety of teaching and learning styles • Interest in application of ICT skills to learning and teaching of subject • Maintain awareness of new developments in subject 	<ul style="list-style-type: none"> • Covering letter • Application form • Interview • References • Lesson observation
Personal competencies	<ul style="list-style-type: none"> • A desire to work collaboratively within departmental and pastoral teams • A sense of excitement about teaching and working with young people • A desire to seek continuous professional improvement, especially in the classroom • Positive attitude to use of authority and maintaining discipline 	<ul style="list-style-type: none"> • Be positive about the need for innovation and change • Sense of humour • A competency in the use of ICT 	<ul style="list-style-type: none"> • Application form • Interview • References • Lesson observation
Interests	<ul style="list-style-type: none"> • A willingness to contribute in a boarding school setting • Potential to offer something extra to the School and its pupils that will enhance the pupils' learning and life experience 	<ul style="list-style-type: none"> • Evidence of involvement in extra-curricular activities 	<ul style="list-style-type: none"> • Application • Interview

REMUNERATION PACKAGE

The salary will be commensurate with qualifications and experience.

APPLICATION FORM AND KEY DATES

- Closing date for receipt of applications: Monday, 21st May 2024 at 9am
- Interviews for shortlisted candidates: Thursday, 23rd or Friday, 24th May 2024

Applications must be made on the attached application form and should be emailed, together with a short covering letter, to Mrs Alison Ambrose, HR Manager at hr@battleabbeysschool.com

Should you wish to discuss any aspect of your application or require any further information, please do not hesitate to contact Alison on 01424 772385 or hr@battleabbeysschool.com

The School reserves the right to interview before the closing date, so early applications are welcomed.