

Applicant Information



St
Augustine's
Priory

Teacher
of History
(Maternity Cover
Part-time)



St Augustine's Priory

History Teacher

(Maternity cover)

Letter from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in the above post of History Teacher (Maternity Cover) at St Augustine's Priory and welcome to our inspirational school which is at a very exciting stage of its development. Since my appointment and over the past two years, our priority has been delivering excellence in all aspects of this unique school - we have done this through nurturing and empowering our passionate staff, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each girl to the best of her ability.

St Augustine's Priory is a Catholic, independent day school for girls aged 3-18 . We are an all- through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

The school is set in 13 acres of beautiful grounds with magnificent views. Here girls have the physical, mental and emotional space to grow intellectually in an environment which both supports and provides plenty of challenges. Our results are excellent and we pride ourselves on instilling in girls a love of learning. We are committed to preparing girls for life-long effectiveness and to developing the range of skills they require to achieve long-term happiness and success.

We have been in Ealing for nearly one hundred years and we represent a wonderful continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove relentlessly to offer girls the best education possible; we continue in this tradition and are unique in the generations of staff and of families who continue to work and study here. We offer a broad and varied curriculum with rich opportunities for personal development.

Girls are assessed on initial entry and move automatically through to the Senior School. External candidates who join us at 9+, 10+, 11+, 13+ and 16+ sit entrance examinations. Scholarships and Exhibitions are available.

This brochure aims to give you a clear picture of life at our School, as well as give clear and transparent guidance and information about what the post involves, the criteria for selection and the process of selection itself. We encourage your application to join this welcoming community, where we enable girls to achieve academic excellence.

Mrs S. Raffray MA
Head teacher

Mission Statement

We are an all-through, inclusive Catholic girls' school committed to preparing girls for life long effectiveness and success. As part of their journey girls will learn of intellectual risk taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well -being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

Dear Applicant,

Thank you for the interest you have shown in the post of Teacher of History at St Augustine's Priory.

This brochure aims to give you a clear picture of life at our School, offer some information about how the teaching of History is organized, planned and delivered here, as well as give clear and transparent guidance and information about what the post involves the criteria for selection and the process of selection itself.

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1. Information about the History Department
2. The Job Description for History Teacher
3. The Person Specification for History Teacher
4. An outline of the selection procedure

There is a separate application form and applicants should pay particular attention to its accurate completion. I also enclose some information about the school.

Should you have any further queries please do not hesitate to contact the School. You are also welcome to arrange a preliminary visit to the School at a mutually convenient time.

I trust this brochure will be informative and helpful in making the decision to apply for this post, and Look forward to receiving your application.

Yours faithfully,

Ms P Trybuchowska

Head of History

Information about the History Department at St Augustine's Priory

At Saint Augustine's Priory we are passionate about History. As a school we are incredibly fortunate to have a rich history that dates back to 1634. It is our aim to teach students with enthusiasm and develop in them an interest and enjoyment of the past which they will be able to take forward into a society in which understanding and protecting heritage has a central role. We ensure that lessons are varied with good pace to provide a stimulating environment for historical enquiry and enable all students to learn and achieve. A sense of progress and achievement are important motivating factors.

Enriching the curriculum is important to us, and with this in mind we invite guest speakers to meet with our keen historians and parents. Dr. Robert Saunders from Queen Mary's University joined us for a fascinating and controversial discussion of Thatcher's Britain. We will also be welcoming Dr Alex Goodall from UCL this year to speak about attitudes to immigration, from the KKK to Donald Trump.

Being located in London we take advantage of historical sites of interest in and around the City. In the last year and a half we have also run two overseas trips to Belgium to visit WWI trenches and war graves and a visit to Berlin and Krakow for our GCSE and A Level students

For more detailed information on the History curriculum please visit:

<http://www.saintaugustinespriory.org.uk/senior-subjects/senior-history.html>

Job Description:	Teacher of History
Responsible to:	Head of History
Responsible for:	Teaching and supporting all designates classes in History
Salary:	The post-holder will be paid on the appropriate point of the St Augustine's Grading Scale.

Job Purpose:

- To implement and deliver an appropriately broad, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a Teacher/ Form Tutor.
- To Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Teaching and Learning:

- To undertake a designated programme of teaching across Key Stage 3 & 4
- Teach consistently high quality lessons
- Plan and deliver schemes of work for History and lessons that meet the requirements of KS3 & 4
- Set expectations for students in relation to standards of achievement and the quality of learning & teaching
- Be a role model for students, inspiring them to be actively interested in History
- To maintain appropriate records and to provide relevant accurate and up-to date information schools database registers
- To complete the relevant documentation to assist in the tracking of students, such as reports
- To follow the school policies and procedures
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- Promote aspects of PSHEE related to History
- Promote History learning through out of hours activities
- Ensuring a high quality learning environmental within the History area
- Understand Special Educational Needs and be able to implement Individual Education Plans as required to enable all children to access the curriculum

Assessment, Recording and Reporting:

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow department monitoring and tracking systems relating to students attainment, progress and achievement
- Mark, grade and give written/verbal and diagnostic feedback as required
- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures

Staff Development:

- To prioritise, manage time effectively and continue personal development in the relevant areas including subject knowledge and teaching methods
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area in History
- To engage actively in the Performance Management process
- Participate in whole school CPD Programmes

- To take part in the staff development programme by participating in arrangements for further training and professional development

Students Support and Progress:

- To liaise with the relevant Pastoral leaders to ensure the implementation of the Pastoral system
- To register students, encourage their full attendance at all lesson and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and other reports as required
- To alert the appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHEE according to School policy
- To apply the promotion of Good Behaviour policy so that effective learning can take place
- Meet with students over whom there are concerns and contact home where necessary in conjunction with pastoral team department heads.

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons
- If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Schools' Designated Safeguarding Person/s or to the Head Teacher.

Communications, Marketing and Liaison:

- To communicate effectively and sensitively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school
- To follow agree policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools etc.
- Understand the roles of colleagues and managers in the school and support them in their work

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow their example
- To actively promote school policies and procedures
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence

History Teacher- Person Specification

The successful candidate will be an excellent teacher of History, a good team player and a career teacher who can communicate a love of the subject and contribute strongly to a committed team.

SKILLS, QUALIFICATIONS AND EXPERIENCE

Essential Criteria:

Qualifications and Experience

- A good honours degree or equivalent
- Certified QTS
- Have a secure knowledge and understanding of the History Curriculum and related pedagogy
- An awareness of the impact that their subject can make to the whole school
- Ability to teach History to KS3 and 4

Teaching

- Evidence of excellent classroom practice
- Excellent understanding of effective and engaging teaching methods
- Able to incorporate assessment for learning strategies into everyday practice
- The ability to engage, enthuse and motivate students
- Able to use ICT to enhance learning and teaching

Professional Attributes

- Highly motivate and willingness to contribute learning
- Resilient and responds well to challenge
- Excellent communication skills
- Team player
- Initiative
- Able to prioritise

Relationship with Young People

- Have high expectations for all young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role

Assessment

- Full understanding of the use of assessment to inform planning
- Able to mark and record assessment outcomes in line with whole school and departmental policy
- Understanding of how to mark to GCSE level
- Understanding of how to give effective feedback using assessment for learning

Planning

- The ability to plan lessons and sequences with clear objectives to ensure progression for all students
- The ability to adapt schemes of learning to suit the needs of students and groups of students

Personal Qualities

- Enthusiasm, drive and a lot of love for the job
- Clear vision and an innovative approach for learning & teaching
- A passion for ensuring all aspects of school life demonstrate integrity and respect
- Commitment to a high profile presence in and around the school
- A good sense of humour
- Excellent communication skills, both verbal and written
- Ability to organise, plan and prioritise time effectively
- Willingness to challenge others to produce positive outcomes
- Flexibility, adaptability and creativity

Appointment will be subject to enhanced DBS check, qualifications and experience checks and satisfactory references. We are not looking for the impossible! If you think you at least some of these attributes, we would very much like to hear from you.

The Application and Selection Process

- Applicants are welcome to come into the School at a mutually convenient time, on a purely informal basis, before submitting an application. Where possible the School will aim to accommodate these visits.
- Applicants should complete an application form in full and write a letter in support of their application paying particular attention to the Job Description and Person Specification.
- The completed application form and supporting letter should be either emailed or posted to the School to arrive no later than **midnight Sunday 19th February 2017**.
- The Selection Panel will convene all applications to determine a shortlist of applicants who will then be invited to interview. Unsuccessful applications will be notified in writing via e-mail or by telephone.
- Interviews will be held at school on **Tuesday 21st February 2017**.
- On the day of the interviews all applicants will be offered a tour of the School and grounds. The interview panel will set the tasks of teaching a lesson and observed by the panel members and to complete a written task. There will be a formal interview with the Appointment Panel.
- On the day of the Interview all applicants should bring with them proof of address and Identity as indicated on the application form.
- Following the interview the successful applicant will be informed by telephone, followed by a formal letter of offer. This will be followed with an Employment Contract of Terms and Conditions. We must receive an Acceptance letter from the Applicant to start the process of Contact of Employment.
- Once a Contract has been signed, unsuccessful applicants will be informed.
- All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.