



Halliford  
School  
SHEPPERTON



---

Applicant Information

**Teacher of English**

**from September 2022**

## Welcome from the Headmaster

Dear Applicant

Thank you for the interest you have shown in Halliford School and our position of Teacher of English. 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 a magnificent place Halliford School is to learn and to work at.

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.

This position will suit candidates who have a genuine interest in English with experience of teaching up to A Level.

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 also 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 450 students on roll. The school teaches boys from Year 7 through to Upper Sixth 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 blocks, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at school and on a nearby separate site. 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.

Since September 2021 we have been marking our Centenary with an exciting programme of events. The Woodward Building, which was opened in November 2021 by our Chair of Governors Mr Ken Woodward, contains an impressive Learning Resource Centre on the ground floor and six spacious new classrooms and associated facilities on the first and second floors, which is where the English Department is located.

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 students, including Oxbridge.

## Applicant Information – Teacher of English

---

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**



### The Position

We are looking for a well-qualified, talented and energetic individual to teach English full-time throughout the School. Halliford is a thriving School with a particularly friendly and supportive staff and student community. The successful candidate will be expected to participate in the School's extensive pastoral and co-curricular programme. This post would be suitable for an ECT or a more experienced teacher.

The School has four Houses which each student belongs to. Each student has a House Tutor who they meet with twice a day for registration.

There are then four Heads of Houses who are responsible for a team of tutors in Years 8 – 11 who manage the day to day pastoral and academic lives of their tutees. Currently there is a Head of Year 7 who, together with a group of four tutors, looks after the students specifically in this year group to give them the best possible start to their time at Halliford. The Head of Sixth Form then assumes responsibility for the tutors in the Sixth Form.

We also have the additional benefit of a School Matron and a School Counsellor.

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 Maria Hartzenberg, the HR & Recruitment Officer, who will be delighted to assist you.

Telephone: 01932 234920

Email:

[maria.hartzenberg@hallifordschool.co.uk](mailto:maria.hartzenberg@hallifordschool.co.uk)

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR & Recruitment Officer to arrive no later than 12 noon on Monday 7<sup>th</sup> February 2022. 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.

On the day of interviews, all applicants will be asked to bring with them 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

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

The Department has four full-time members of staff who work closely together as a team. All colleagues are innovative, enthusiastic and creative in their contribution to the life of the Department. The successful candidate will teach throughout the school, including GCSE and A level.

The Department aims to develop students' skills in reading, writing, speaking and listening. The Department has an excellent record of helping candidates across the ability range to achieve their best potential results. Last year saw a 100% Grade 9 - 4 set of results in English Language and 99% in English Literature. Our A Level results were equally impressive with 100% A\* - C Grades.

In Years 7 to 9, students are taught in mixed ability groups and will study a diverse range of fiction and non-fiction text. Our curriculum has been devised to give a thorough and challenging grounding in preparation for KS4.

In Year 7, students study English for five forty-minute periods a week, which includes a lesson solely dedicated to independent reading that will be held in the School's brand-new Learning Resource Centre in our recently opened Woodward Building.

In Years 8 and 9, students have four forty-minute periods a week. Through a wide variety of novels, poetry, non-fiction and plays, students hone skills in presentation, creative writing, and analytical writing. Texts include two Shakespeare plays, conflict poetry, modern prose and the art of rhetoric. At the same time, initiatives are taken which will enable all students to build on and extend basic levels of literacy.

In Years 10 and 11, students will study the Edexcel IGCSE Language and English Literature specifications. Students are placed into four sets in Year 10 and will study the set Anthology for their Language examinations and complete two coursework essays. For the Literature course, all students will study the Edexcel Poetry Anthology and 'Of Mice and Men'. In addition, they will produce two pieces of coursework on 'Macbeth' and 'An Inspector Calls'. The Department prioritises close reading of literary texts and we aim to encourage students to find enjoyment in reading literature and understand its influence on individuals and societies.

In the Sixth Form, the Department offers English Literature A Level. This is an exciting course that encourages students to read widely and independently, as well as engaging critically and creatively with a substantial body of texts. They will explore the contexts of the texts they are reading and others' interpretations of them.

Co-curricular activities and trips are an important aspect of the Department. Throughout the year, students are offered theatre trips, the opportunity to enter creative writing competitions and the chance to join the Debating Club. Halliford School 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 whiteboards in our brand new Woodward Building. There is also a large departmental office with space for each of the staff to work.

All students and teaching staff now have a Microsoft Surface Go device that links directly to the full Microsoft 365 suite for use in the classroom and at home. Halliford seeks to build a blended approach regarding their use, exploring the myriad of opportunities these new devices present.

Applicant Information – Teacher of English

---



## Halliford School

### Job Description – Teacher of English

#### 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 is directly responsible to the Head of English on curriculum matters and the Senior Deputy Head on pastoral matters.

#### 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 co-curricular life of the School.

#### Operational Responsibilities

##### Teaching

- 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 Schemes 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 revision sessions, clinics / drop-in sessions, as required.
- Communicate effectively with parents.
- Set work when required for absent students and e-mail to parents.

### **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 Deputy Head (Academic).
- 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.

### **Co-Curricular**

- To take a full and active role in the co-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**

- Full-Time Staff are required 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. They 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 - Person Specification

Applicants Should	Essential	Desirable	Primary means of assessment
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
Have a good understanding of assessment and public examinations	✓		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 SEND, PHA and EAL students		✓	Supporting Letter
Excellent written and ICT skills (Microsoft Office)		✓	Interview
Be willing to participate in the wider co-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 the 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 to 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 ECT 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 the 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 Staff Common Room.

### 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)
- Personal accident insurance through the school insurers.
- 24 hour counselling helpline service
- Enhanced sickness
- Staff socials
- Staff wellbeing support.
- Opportunities to join worldwide educational trips
- Provision of a Microsoft Surface Go

### 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 HR & Recruitment Officer. 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 the HR & Recruitment Office who will be delighted to assist you:

Telephone: 01932 234920

E-mail: [maria.hartzenberg@hallifordschool.co.uk](mailto:maria.hartzenberg@hallifordschool.co.uk)

Halliford School  
Russell Road  
Shepperton  
Middlesex  
TW17 9HX

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

