



Nobel

Deputy Head of English

Salary: MPS/UPS plus TLR 2b (£4,590 p.a)

Required: September 2018 (full-time)



Dear Applicant

Thank you for your interest in this vacancy. The Nobel School is a very exciting and vibrant Ofsted rated “Good” secondary school with 1490 on roll, covering the full age and ability range, the majority of whom continue their education into our flourishing sixth form.

We are seeking an enthusiastic, committed and successful deputy head of English who has a passion for the subject and is keen to contribute to our faculty. The successful candidate must be committed to providing high quality teaching and learning for all students and must be willing to reflect on their practice to ensure they are always striving to be the best teacher they can be.

You would be joining a strong team of dedicated English teachers with a wealth of experience. We are constantly focusing on our teaching practice and working collaboratively to share our knowledge and resources. We believe this is the best way to ensure that the students are provided with the very best in teaching and learning. The successful candidate will be a well-qualified graduate with a passion for literature and the ability to work in a collaborative style to maximise the best outcomes for our students; above all we are looking for a colleague who can inspire Nobelians to great things.

Our lovely school has made tremendous progress in recent years. Student attainment has a rising trend with students in English and maths making significantly better progress than the national figures (A*-C/9-4) in each of the last four years. In addition, the school has made significant improvements for vulnerable groups; SEN students’ progress score was better than the 2017 national SEN figure; Percentage of Pupil Premium students gaining 9-4 in English and Maths was higher than the 2017 Pupil Premium national figure. KS5 outcomes have been consistently strong over the last four years with three years having a Value Added score that has been significantly positive compared to national. The size of The Nobel School Sixth Form has increased year on year and the school supports students to attain relevant qualifications so that they progress to the next stage of their education and into courses that lead to higher level qualifications and jobs that meet local and national needs.

If you would like to visit Nobel or have any queries about this post please contact Mrs Liz Maden (HR@nobel.herts.sch.uk), otherwise, I look forward to receiving your application on the enclosed application form, together with your covering letter.

Yours sincerely

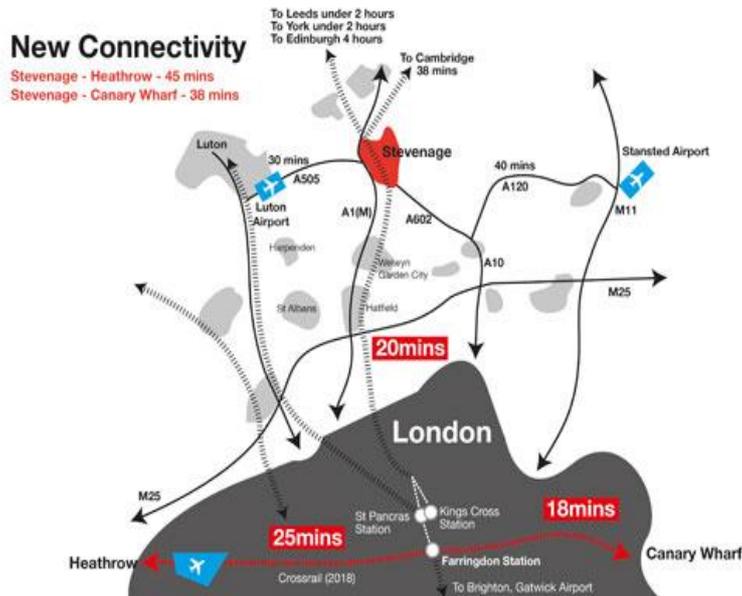


Martyn Henson
Headteacher



Why you should choose Nobel

The Nobel School is located in Stevenage, a town and borough in Hertfordshire, England, situated on the A1 between Letchworth Garden City to the north and Welwyn Garden City to the south. Just 20 minutes from London via train, a 40 minute drive from Cambridge with nearby airports just 20 minutes away (Luton) and 40 minutes away (Stansted), Stevenage has excellent transport links to London and the rest of the country. Stevenage Old Town has a village feel with historic buildings, cafes, coffee shops, restaurants and coaching inns and is lively in the evenings and weekends (for more information, see <http://www.stevenage.gov.uk/regeneration/131675/>).



Staff CPD

- We provide a comprehensive induction programme for all colleagues joining our school and all our new teaching staff are paired with a buddy to support them.
- On-going in-house professional development is an expectation for all via our core CPD days; after school Pit Stops; open classroom weeks; our teaching and learning journal; Lead Practitioners; middle leader training; and open door policy practiced by both our Senior Leadership Team and our Directors of Faculty, all of which support the aims of our school improvement plan and encourage colleagues to develop their careers with opportunities provided for staff to advance within school, as well as offering support for those who may wish to find promotion elsewhere.
- We are active members of the Stevenage Educational Trust (<http://www.educationtrust.org.uk/>) and the North Herts Teaching Alliance (<http://www.northhertsteachingalliance.org/>) so we have excellent links with other schools in the area, plus robust networking and CPD opportunities.
- All NQTs are given a mentor and 10% release time to enable them to see examples of excellent practice across our school. They are also supported through the Stevenage Educational Trust (<http://www.educationtrust.org.uk/>) and receive specific training through Herts for Learning (<http://www.hertsforlearning.co.uk/team/nqt-induction-service>).
- Competitive salaries and pay progression - all our staff are entitled to an annual professional appraisal review, with strong performance evaluation systems and linked pay progression.

Staff well-being

- Our recent rebuilding programme means that we have a 'state of the art' £38 million 21st century school with outstanding facilities (<http://thenobelschool.org/venues/school-facilities/>).
- Our Governing Body comprises professional people from business, finance and education (<http://thenobelschool.org/about-the-school/governors/>). Our Governors have both general and specialist roles in supporting the school and are very active backers of the leadership, staff and students. Additionally, the school has well-established and very close community links, with strong parental support.
- Occupational Health with Carewell – a free and confidential 24-hour employee assistance programme which provides advice and support, including a counselling service.
- Free, onsite parking for all staff.

- We have superb sports facilities that include a large sports hall, a gymnasium, a dance studio, AstroTurf, a climbing wall, a multi-use games areas and the trim trail. In addition to these facilities, we have a fitness centre available for use by staff for free until 6pm (<http://thenobelschool.org/venues/fitness-suite/>).
- Staff well-being survey (annual).
- Christmas and summer all-staff parties plus regular faculty-wide socials.
- VDU and eye tests as appropriate.

Financial benefits

- Teaching Pension Scheme with generous employer contributions and the option to make additional contributions.
- Child Care Voucher Salary Sacrifice Scheme, with access to tax free childcare vouchers.
- Reduced rates for facilities hire (<http://thenobelschool.org/venues/>).
- Lunches are provided free on weekdays during term time for those that undertake school duties. The meals are prepared daily from fresh ingredients by the school's caterers and hot and cold food choices are available.
- Local and national retail discounts - our school is a member of Herts Rewards, an online 'one-stop' portal (<http://www.countyofopportunity.co.uk/about-us/rewards-benefits/>).

Our 2018 Ofsted inspection accurately reflects where we are as a school:

- The school's work to promote pupils' personal development and welfare is outstanding..
- There is a clear culture of hard work and good behaviour throughout the school.
- New teachers and inexperienced staff are supported well by the school.
- ...effective teaching, learning and assessment support pupils to make good progress.
- The headteacher and his team have created a powerful community in the school which reflects the importance of being a 'Nobelian'.
- Leaders are very aware of the aspects of the school's work that need to improve.

Our prospectus is available on our website (<http://thenobelschool.org/>) and you can find out still more about our lovely school at the following links: <https://www.facebook.com/nobelschooluk> and <https://twitter.com/nobelschooluk>

Why you should apply for this post

This is a fantastic opportunity for an enthusiastic and motivated individual to join the English Faculty team. The English GCSE results have dramatically improved over the last three years. Students are making good progress from KS2 to KS4 and we are striving for students to make outstanding progress this year. In addition to this our A-level students are making increasing progress year on year and the number of students taking English Literature and English Literature and Language is increasing. The successful candidate will be a well-qualified graduate with a passion for English and the ability to work in a collaborative style to maximise the best outcomes for our students; above all we are looking for a colleague who can inspire Nobelians to great things.

As a school, we have the very highest expectations of our students. Our core principle will always be that we endeavour to improve the teaching and learning in the school. We are therefore committed to recruiting only the very best teachers and have the highest expectations in terms of lesson planning, classroom delivery and student assessment. In return, we provide excellent working conditions, first rate CPD and a real sense of community.

Next steps

Please complete our application form together with a letter of application that should be no longer than two sides of A4 (Arial, font 11). In your letter you should address: Your vision and values relating to the post and why you want to join the Nobel community. All applications should be made through the relevant recruitment website, or may be sent electronically to HR@nobel.herts.sch.uk. The closing date for applications is 11:59pm, Monday 23 April 2018 and the proposed interview date is TBC. **Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.**

The Nobel School is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to satisfactory recruitment checks, including an enhanced DBS check and satisfactory references. We welcome applications from all suitably qualified individuals regardless of age, gender, ethnicity or religion.

English

Welcome to the English faculty at Nobel. We are currently reviewing our curriculum and incorporating a number of changes that will benefit our students and enrich their experience of the English curriculum. At the heart of these alterations is our belief that all students should be engaged through a varied and rigorous curriculum which is designed to prepare them, not only for future exams, but also for life beyond school. We want to instill a love of literature and the English language in our students to reflect our own enthusiasm!

In KS3, we aim to build upon students' primary school knowledge and skills by exploring a wide range of fiction and non-fiction. We like to think of Key Stage 3 as a series of building blocks with each subsequent year developing the skills from the one before. By the end of Key Stage 3 students have a good understanding of a range of texts and are ready for the challenges of GCSE. In years 10 and 11 students follow the AQA GCSE specification. Students complete GCSE Language and Literature which results in two GCSEs at the end of year 11. At Key Stage 5 we offer A levels in English literature and English literature and language.

The faculty strongly believes that students can gain invaluable insights, enjoyment and engagement from learning opportunities outside of the classroom. We see these extra-curricular activities as an intrinsic part of developing our students, allowing them to reach their fullest potential. These activities include meeting visiting poets and authors, poetry workshops, creative writing clubs, competitive mock trials, theatre trips and whole school spelling bees.

**Person Specification
Teacher of English**



Person Specification: Teacher of English (full-time)

Essential	Desirable
Skills and Experience	
Education to degree level in English Literature or English Language plus teaching qualification	
Evidence of successful initial experience or teaching practice	Teaching practice or experience in a comprehensive/wide ability school
Potential expertise in the teaching of English at <i>all</i> levels	Evidence of involvement in team working to improve practice
Willingness and ability to participate in extra-curricular activity.	Experience of extracurricular involvement
Good knowledge and understanding of the National Curriculum in English	Experience of the formal assessment of students' work
Excellent oral and written communication skills	Good/excellent IT skills
Personal Qualities	
Commitment	
Ability to establish good relationships with students, parents and staff	
Dependability and sound organisational skills	Good time management
Enthusiasm and good sense of humour	Perseverance
Flexibility	

Job Description



Job title	Teacher
Publication date	January 2017
Postholder's signature	
Authorising officer's signature	
Reviewer	
Review date	January 2017
Status	Generic
Salary	MPS

Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies and the national teaching standards 2013.

Job Context

The primary responsibility of all teachers is to ensure that all students within their teaching and form groups attain to their maximum potential. The objectives are to ensure:

- consistently high standards of learning and teaching
- continual progress in educational achievement
- positive attitudes to learning and school
- personal and social development

Working Time: 195 days / 1265 hours per year - Full time (or Part-time equivalent).

Area	Responsibilities
Line Management	<ul style="list-style-type: none"> • Responsible to: Headteacher; Director of Faculty; Director of Learning; Assistant Director of Learning; as appropriate.
Teaching & Learning	<ul style="list-style-type: none"> • Plan and prepare lessons in line with subject schemes of work, using appropriate teaching methods and resources. • Contribute to the development of Schemes of Work and Subject/Faculty/PSHE policies. • Undertake rigorous form tutoring/PSHE lessons, making planned and effective use of all teaching and tutoring time. • Ensure the effective and efficient deployment of classroom support. • Ensure students are fully prepared for external examinations.
Pastoral	<ul style="list-style-type: none"> • Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline • Undertake student supervisory duties and cover for absent colleagues in line with school procedures • Maintain discipline in accordance with the school Behaviour for Learning Policy. • Encourage good practice with regard to punctuality, behaviour, health & safety, standards of work and homework. • Make every reasonable effort to ensure the Home School Agreement is adhered to. • Provide guidance and advice to students on educational and social matters, especially in the role as form tutor, if applicable.

Assessment	<ul style="list-style-type: none"> • Assess and record each student's progress through observation, questioning, testing and marking. • Make effective use of national, local and school data to set clear targets for students' achievement and to monitor progress. • Meet tracking and reporting deadlines. • Contribute to subject/faculty monitoring of student assessment and keep DOLs, HOYs & Form tutors informed about student progress. • Ensure effective assessment of students for external examinations, as required.
Reporting/ Communication	<ul style="list-style-type: none"> • Ensure familiarity with reporting requirements and prepare and present informative reports for parents. • Communicate as appropriate with parents of students and external bodies concerned with student welfare. • Take part in activities such as Parents' evenings, Review Days, Open Evenings, Faculty meetings, staff meetings and other meetings/events as required.
Form Tutorship (if applicable)	<ul style="list-style-type: none"> • Promote high aspirations by monitoring the academic progress of form members and their attitudes to learning. • Provide pastoral care of the form group, which supports the aims and values of the school, encouraging positive attitudes towards the Year and Hours systems. • Establish and maintain high standards of behaviour and discipline in accordance with the schools Behaviour for Learning policy; • Monitor and support academic progress, attitude to learning and the behaviour of form members, intervening when needed and communicating with parents/carers when required. • Participate in family focused events, e.g. Form Tutor Evening and New Intake Evening.
Performance Appraisal	<ul style="list-style-type: none"> • Participate fully in the school's Performance Appraisal arrangements. • Review own professional development and identify training needs. • Take part in lesson observations to share good practice and as part of the school's self-evaluation. • Act on advice and feedback given and be open to support to improve own performance.
Other	<ul style="list-style-type: none"> • Attend assemblies • Take registers for classes. • Provide suitable cover work in good time for planned absences. • Establish effective working relationships and set a good example through personal and professional conduct. • Any other duties requested by line manager, HOF or Headteacher/SLT link. • To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example. • To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate.
MPS	<ul style="list-style-type: none"> • Main Pay Scale teachers in Band 1 (Teacher) are expected to meet the criteria laid down in the school's Pay Policy.

Hertfordshire County Council Job Application Form (Teachers in Schools)

Post Applied for: _____ at: The Nobel School

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

**For guidance on completing this form, please look at the Guidance Notes – Teachers document
All sections must be completed**

PERSONAL DETAILS

Surname/Family Name:	Preferred Title:
First Name(s):	Previous Surname:
Home Address:	Present Address (if different):
Post Code:	Post Code:
Telephone (Home):	Telephone (Work):
Telephone (Mobile):	Email:
CURRENT EMPLOYMENT (If you are not currently employed as a teacher please give details as appropriate)	
Name of Establishment:	Employer:
Type of School:.	Key Stage:
Post Held:	Date Appointed:
Pay Scale:	Total Annual Salary:
If your salary includes additional payments, what are they and what is the value? (e.g. TLR of £4,000)	

PREVIOUS EMPLOYMENT DETAILS

Please list in chronological order, with precise dates if possible, as this information may be used to assess salary.

a) In Education (Supply teaching appointments need not be listed individually)

Employer and Establishment	Post and Grade	Type of School / Key Stage	From	To	Reason for Leaving

b) Outside Education

Employer	Post	From	To	Reason for Leaving

HIGHER EDUCATION

Establishment(s)	From	To	Full/ Part-time	Qualification Awarded			
				Degree	Class	Division	Date of award
Degree or Cert.Ed							
PGCE				Key Stage			
Other				Subject			
What other subject(s) can you teach?							

SECONDARY SCHOOL EDUCATION

Establishment(s)	From	To

Examinations (for first teaching appointment in a Local Authority –maintained School in England or Wales please give details of ‘A’ Levels and GCSEs, or equivalent: i.e. Subject, Date, Results/Grade).

Subject	Date	Results/Grade

OTHER QUALIFICATIONS OBTAINED

Course and Organising Body	Date	Qualification

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (Please give details)

	From		To	
	Month	Year	Month	Year

LEISURE INTERESTS

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

REFERENCES

Please give the names, addresses and status of two referees who may be approached now. **References from friends or relatives are not acceptable.**

(If you are currently employed as a teacher, one referee **must** be your present Headteacher).

1) Name:	Status:
Address:	
Telephone: email:	
2) Name:	Status:
Address:	
Telephone: email:	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

From what source did you learn of this vacancy?	
Are you a relative or partner of any employee or governor of the School?	Yes/No
If yes, please give details:	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation:	

If you are not currently employed in a maintained school in this authority you must supply additional information below:

ADDITIONAL INFORMATION (for salary and pension purposes)	
National Insurance No:	Teacher Reference no(DfES) --/-----
Date of Recognition*	Date of registration with the GTC:.
*If this would be your first teaching appointment in a Local Authority – Maintained School in England or Wales, please attach a copy of your letter from the DFES granting you Qualified Teacher Status.	
PENSIONS	
Are you currently in receipt of a pension from Teachers’ Pensions?	Yes/No
Have you elected to OPT-OUT of the Teachers’ Superannuation Scheme?:	Yes/No If Yes, please provide date
Have you elected to participate in the Part-Time Teachers’ Superannuation Scheme?	Yes/No If Yes, please provide date
Have you elected to pay additional Superannuation Contributions through the Teachers’ Scheme?:	Yes/No If Yes, please provide date
If yes, please indicate whether these are:	
i) Widower’s Contributions	Yes/No %
ii) Purchase of Past added Years	Yes/No %
iii) Additional voluntary contributions via Prudential Assurance Co.	Yes/No %

Please attach a copy of the Teachers’ Pensions notification as appropriate.

<p>CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS) From 1st December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.</p> <p>THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.</p> <p>DECLARATION I certify that the information given above and overleaf is correct to the best of my knowledge. I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications. I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.</p>	
Signature:	Date:

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

YOU NOW NEED TO COMPLETE THE PERSON SPECIFICATION FORM

**Hertfordshire County Council
Person Specification Form**

Name:	
Job Title:	
School:	

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry)

- It is essential that you complete and return this form
- This form is your chance to show us how well you can do this job
- Remember just saying you can do it is not enough; we need an example.
- You can use examples from work, school, college, hobbies, voluntary work or daily life.

Example: Ability to prioritise workload

In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager.

SKILLS AND ABILITIES

--

EXPERIENCE**KNOWLEDGE**

Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.

Signed:**Date:**