

# Candidate Brief for the position of English Teacher from September 2019



St Martin's School

40 Moor Park Road

Northwood

Middlesex HA6 2DJ

Tel 01923 825740

[www.stmartins.org.uk](http://www.stmartins.org.uk)



## St Martin's School

### **The School**

St Martin's is a Preparatory School for 400 boys aged 3 to 13. It is a dynamic, friendly and caring community, which is set in 12 acres of grounds and within easy driving distance from Northwood, Rickmansworth, Watford, Pinner, Ruislip, Harefield, Bushey and Oxhey but a number of boys travel from further afield.



Facilities include a Performing Arts Centre, two new Science laboratories, an Early Years Centre, a computer room, three libraries, a Sports Centre with indoor swimming pool and outdoor pitches.

St Martin's offers a wide range of core and specialist teaching. Class sizes are small to ensure each pupil benefits from the best possible attention and support. We know that academic success is very important and we strive to ensure that every boy achieves his best.



Pastoral care is given a high priority with all teachers nurturing the social development of the boys. There is a community atmosphere within the School, which is reinforced when boys join Patrols in Year 3. Our popular Inter-Patrol activities encourage teamwork and introduce the boys to the responsibility of supporting their peers. The School values the qualities of courtesy, sportsmanship and consideration of others.

Music, ICT, Art and DT are regarded as important aspects of the curriculum for all boys, and a large proportion of boys in the School learn a musical instrument. Boys play football, rugby,



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hockey and cricket; they also take part in cross-country running, swimming and athletics. The School has a fine reputation in inter-school matches.

A wide ranging extra-curricular programme is offered and all classes participate in an integral programme of visits, workshops and field trips.

Our teachers are motivated, inspirational and creative. They are focused on bringing out the talents and abilities of each boy, fostering his strengths and stimulating his appetite for learning. Effective communication between the School and home ensures that there is a positive working partnership.

Before School Care is available from 8am and After School Care until 6pm for all boys.

The boys in Kindergarten and Reception enjoy learning through play. They are guided to listen, observe and ask questions to harness their curiosity. We also encourage boys to initiate some of their own learning. Boys absorb the basic principles of language, begin reading and commence number work.



St Martin's develops the boys' inter-personal skills as they learn to collaborate and co-operate with their peers. Our experienced teachers also help instil a sense of responsibility and respect.

The dedicated Early Years facilities include bright, spacious classrooms, a playground, kitchen and library. Information technology is an integral part of the teaching. French is introduced in the Kindergarten.

Building on the Early Years Foundation Stage, boys move on to study the core subjects of English, Maths and Science. We nurture their increasing curiosity about the world around them and introduce a broader curriculum, such as Art, Computing, Music and the Humanities.

Boys are encouraged to join in more than just classroom activities. Team, musical and extra-curricular opportunities extend the boys' experience of school life.

A caring and respectful attitude towards adults and peers is cultivated through effective personal skills. St Martin's boys learn to be well-mannered, confident and articulate



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individuals in a happy environment.

Year 3 boys benefit from working in smaller classes, allowing a greater focus on the individual. Learning encompasses a wider range of skills and is more formally subject based.



As they progress into Year 5, boys gain greater independence and take responsibility for personal organisation. Specialist subject teachers provide the academic rigour to meet the extra challenges of the Entrance and Scholarship examinations.

St Martin's prepares boys for a large number of Independent Senior Schools which include Merchant Taylors', Haberdashers' Aske's, Harrow, John Lyon and Aldenham Schools. The school has an excellent record in recent years of academic, sporting, music, DT and all-rounder scholarships.

St Martin's boys have achieved great success, gaining outstanding scholarships and places at prestigious senior schools. This reflects the dedicated commitment of teachers and boys alike. Our boys are welcomed into their new environment where they uphold the St Martin's reputation as well-educated, socially adept and rounded citizens.

In the senior year groups the boys gain experience of holding positions of responsibility. They may be chosen for leading roles in sports teams, musical activities or the school play.

The vibrant curriculum is enriched by a range of after school activities, educational trips and residential visits.

Our teaching programme is designed to create happy, considerate young people with the confidence to make intelligent decisions and seize opportunities. Involvement in community projects expands their sense of responsibility and compassion for others.

Throughout their time at St Martin's, boys are prepared for the challenges that lie ahead. They leave the school as well-equipped, collaborative learners, with an excellent work ethic and ready for the next stage of their education.

Further details about the School are on the website [www.stmartins.org.uk](http://www.stmartins.org.uk)



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### English Department

English is taught at St. Martin's School in a vibrant, exciting department. An enthusiasm for the four areas of reading, speaking, listening and writing is stimulated at a range of different levels.

A great deal of emphasis is placed upon developing the boys' imagination in which they will learn to master and experiment with a variety of writing styles and techniques. Work is targeted at different audiences and pride taken in its final presentation, whatever written or oral form that may take. In order to accomplish this, the boys learn the necessary skills of re-drafting and the development of ideas.



Creativity is fostered and demonstrated through successful results in a range of poetry and prose writing competitions, at local and national level. Pupils are exposed to a range of stimuli, including written extracts, pictures, PowerPoints and multi-media resources.



The classroom environment is appealing, with pictures and lively displays of typed or written work. This is reinforced by calm, well-disciplined lessons which value each pupil's contributions.

Accuracy, with correct spelling, grammar and punctuation is taken seriously in all year groups. On a personal level, the boys also begin to evaluate themselves and to reflect upon their world.

Marking is detailed, with constructive written comments provided to guide improvement, as well as individual or class oral feedback.

In addition to our internal exams, pupils are externally assessed in the spring term of Year 6 and Year 8 to entrance and scholarship level. Examination technique and the accompanying study skills are taught to pupils from Year 5 to Year 8, according to the senior schools' requirements.



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The class readers are frequently updated. These include novels, plays, poetry and other printed articles or papers. The boys develop an understanding of literature by looking at plot, situation, themes, characterisation and predictive skills, as well as moving towards a deeper exploration of style, symbolism and imagery.

The curriculum is supported by a range of activities, including author visits, poetry recitations, a story-teller and theatre trips.

All of the boys are encouraged to read for pleasure and leisure so most develop a tremendous enthusiasm for books.





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### **JOB DESCRIPTION**

Title: **English Teacher**

Responsible to: Headmaster

Deputy Head

Director of Studies

Head of English

Responsible for: Teaching of English in Years 4 to 8 (the subject is taught by class teachers in Years 1 to 3)

#### Role Objectives

- Support the smooth running of the English Department and offer views and ideas in the development and delivery of the subject.
- Provide a supportive, safe and learning environment for boys and staff.
- Promote and maintain the working relationship with boys, staff and parents.
- Implement the aims in the mission statement and school development plan relating to the English department.

#### Key Roles

##### Pastoral and Academic

1. Teach the subject throughout the School, primarily Years 5 to 8.
2. Present English in an interesting way to engage and challenge pupils, making best possible use of the resources available.
3. Inform parents of their son's progress by regular computer-produced reports.
4. Meet the needs of the full range of pupils, including those who need extra support and those who are identified as Gifted and Talented.
5. Keep abreast of changes in English and make sure these changes are used to the best advantage in the school.
6. Track pupils' progress throughout the year and across year groups.
7. Be a form tutor of a class in Years 5 to 8.



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### Administration and Planning

1. Be familiar with schemes of work prior to the new academic year, to include syllabuses throughout the School, setting and streaming, textbooks, presentation and assessment of work.
2. Attend regular departmental meetings as arranged by the Head of English.
3. Be involved in the setting and moderation of appropriate assessments and examinations.
4. Follow the School marking policy, individual Departmental marking policies and other policies within the school which are relevant.
5. Be involved in regular departmental lesson observation.
6. Use ICT in support of the subject.
7. Attend any relevant courses that may benefit teaching.
8. Arrange visits and speakers as appropriate to the curriculum, including theatre trips.
9. Be involved in the short/medium- and long-term planning within the English department.
10. Be familiar with relevant Health and Safety recommendations related to their teaching.
11. Ensure that pupils' work is displayed on a regular basis around the School in allocated areas and that displays are changed as appropriate.
12. Inform parents of concerns with their son's progress as and when they arise, recording information on interview forms and distributing as appropriate.
13. Inform parents of their son's progress at parents' evenings, by appointment and via written reports.
14. Be prepared to cover lessons for absent members of staff.
15. Work co-operatively within the Department and Section, liaising closely and planning with teachers in parallel classes or sets.
16. Attend all assemblies.
17. Follow the Rewards and Sanctions Policy.
18. Provide an ordered and exciting classroom environment to facilitate learning.
19. Encourage awareness of environmentally friendly practices.
20. Undertake lunch, playground and gate duties when required.
21. Be prepared to play a full part in St Martin's School life (eg FOSM, PGL etc.).
22. Offer an extra- curricular activity such as drama



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### COMMITTEES

Be a member of the following committees:

English Department (once a week)

Main School Staff meetings (fortnightly)

### LIAISON

Head All matters

Deputy Head Achievement

School pastoral development programme

Induction of new staff

Yearly and termly calendar

Use of facilities

Director of Studies All educational matters

Examinations

Head of English Departmental Development Plan

Scheme of Work

Medium- and Short-term planning

Bursar Budget and financial matters

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom (s)he is responsible and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out duties 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 Designated Safeguarding Lead.



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### Personal Specification

Manage time effectively and show ability to

- motivate boys
- offer a high level of pastoral care to the boys
- develop a culture of mutual respect with the boys
- empathise with boys, staff and parents
- communicate effectively with boys, staff and parents both verbally and in writing
- be flexible, well organised and professional
- be adaptable and a team player
- demonstrate emotional resilience
- be willing to be involved in all aspects of the School

### Remuneration

The successful candidate will receive an attractive salary package according to experience and expertise. Accommodation may be available for the successful candidate.

### How to Apply

The application pack contains the following:

- English Teacher Briefing Pack
- An application form

If you are interested in applying for this post, please complete the application form and return to the School by **Friday 15 February 2019**. Short-listed candidates will be invited for interview week beginning **25 February**. You may like to add a curriculum vitae but this will not be accepted in place of the form. You should include a short letter to develop and expand upon your suitability for the post. If you have any questions, please do not hesitate to contact us.

Your application may be submitted by email to [headpa@stmartins.org.uk](mailto:headpa@stmartins.org.uk) or by post to the following address:-

Mr D Tidmarsh  
Headmaster  
St Martin's School  
40 Moor Park Road  
Northwood  
Middlesex  
HA6 2DJ

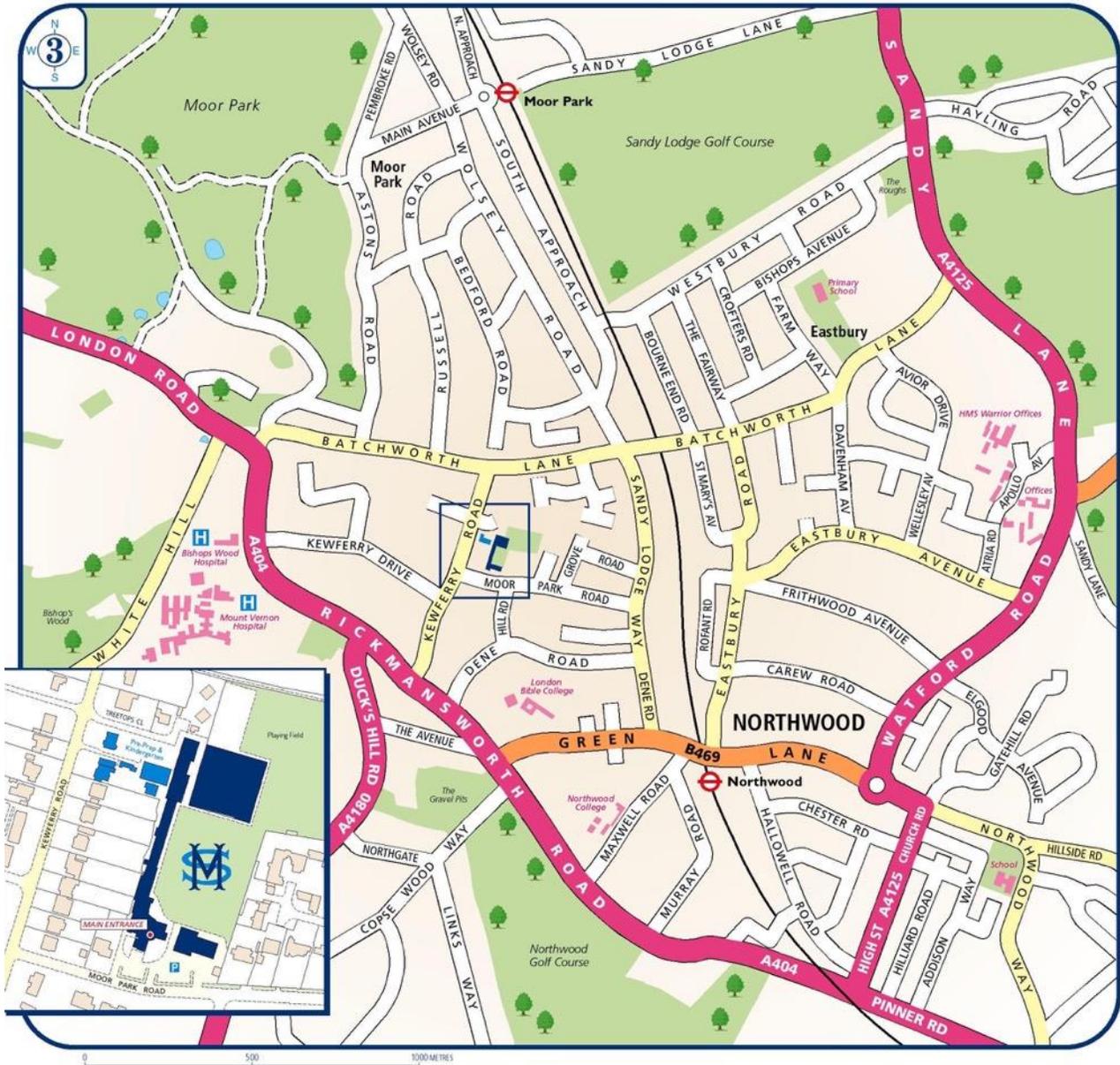


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The successful candidate will be subject to DBS checking and references will be taken up before the appointment is confirmed.



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### Travelling to St. Martin's School, Northwood

**By Air:** Heathrow (30 minutes by road), Gatwick (70 minutes by road) and Luton (40 minutes by road) are within easy reach of Northwood via the UK motorway network. All have regular scheduled flights to all parts of the UK, Europe and International destinations.

**By Rail:** The nearest underground stations are Northwood and Moor Park on the Metropolitan Line. Both of which have regular connections to Central London and are a short taxi journey away from the School.

**By Road: From the North via the M25:** Leave the M25 at Junction 18 and join the A404, signposted Rickmansworth. Continue along the A404 skirting Rickmansworth, turning right at the first roundabout and straight across the next two roundabouts. At the fourth take the second exit continuing on the A404, London Road, signposted Northwood. Travel for approx 2 miles and turn left onto Batchworth Lane. Take the first turning right onto Kewferry Road and the entrance to the Pre-Prep and Kindergarten can be found just after Treetops Close, which is the first turning left. For the Main School entrance take the second turning left onto Moor Park Road and St. Martin's School will be seen after 200 metres on the left-hand side.

**From the South via the A40:** If travelling from the South or West via the M25 exit at Junction 16 and join the M40 eastwards which becomes the A40. If travelling from Central London and the East head for and join the A40. From all directions, leave the A40 at the Polish War Memorial Junction and join the A4180 northwards, signposted Ruislip. Continue on the A4180 for approx 8 miles, passing through Ruislip, following signs for Northwood. At the T junction with the A404 turn right onto the A404, Rickmansworth Road. Take the second turning left onto Kewferry Road and then the second turning right onto Moor Park Road. St. Martin's School will be seen after 200 metres on the left-hand side. For the Pre-Prep and Kindergarten entrance continue along Kewferry Road and enter the gate on the right between the two houses just before Treetops Close.

**On arrival:** Visitors are requested to report immediately to reception. Visitor car parking may be available in front of the main entrance.