



Upton-by-Chester High School

Post of Teacher of English

Full Time and Permanent

To commence from September 2024

Main or Upper Pay Scale as applicable

Letter from the Headteacher

I would firstly like to thank you for your interest in the post of Teacher of English at Upton-by-Chester High School. The purpose of this information is to help you get to know more about our school and help you to decide if this is the right post for you.

Upton-by-Chester is a large and successful comprehensive secondary school located in Upton-by-Chester, an area on the outskirts of the wonderful city of Chester. Upton-by-Chester High School was established in 1968 and has gone from strength to strength over this time. We are a thriving, vibrant school with a proud record of academic excellence and success. Combined with our exceptional extra-curricular opportunities, we inspire our learners to flourish, no matter what their strengths and aptitudes. We are fully inclusive and open to young people of all abilities.

The school currently serves both the local community and an extended catchment area with learners attending the school from up to 40 individual primary schools. There are currently 1750 learners on roll and the school is oversubscribed in a number of year groups. The school also has an outstanding Sixth Form (Ofsted 2015, 2019).

Our school motto is '[Learning to Shape the Future](#)'. This really does capture what is at the heart of the school. We undertake that every learner, whatever their previous attainment, will gain the life-long enrichment and learning from the time they spend with us at Upton. Our approach is to provide the opportunities that will capture the imagination of our learners and allow them to develop their knowledge, skills and understanding to be successful academically and socially. We will provide traditional academic subjects and vocational opportunities so we can support the learning needs of all of our young people.

Our learners are fantastic and our greatest asset. They represent a truly comprehensive intake in terms of ability and preparedness for learning. They are committed to their learning and they are striving to succeed. We also have a very talented team of teaching and support staff who support and challenge every learner to be the best that they can be. The professional development of our staff is highly valued.

Upton-by-Chester High School is a great place to work. It is challenging, focused on teaching and learning and dedicated to the wellbeing of our learners. We have the highest expectations of all who work here and therefore, we are only looking for the finest staff to work with our learners. We know that our school can only be as good as the workforce within it.

The school is at an exciting stage of development within the changing educational landscape in England. If, prior to submitting an application, you would like to see for yourself why we believe Upton-by-Chester High School is a great school in which to work, then please let us know.

Yours faithfully

Lee Cummins, B. Ed (Hons), M.Ed., NPQH



Learning to shape the future

Advert – Post of Teacher of English

Upton-by-Chester High School
St. James Avenue, Chester, CH2 1NN

Teacher of English **For September 2024**

Main or Upper Pay Scale as applicable.

Our most recent Ofsted short inspection in May 2019 was highly successful, endorsing our previous judgement, ***'This is a good school with an outstanding sixth form'*** (May 2015).

We require an inspirational, enthusiastic, committed teacher to join our large, progressive and successful English Department. You will be required to teach at KS3 and KS4. Suitably qualified candidates may have the opportunity to teach at 6th Form level.

You will be able to demonstrate unwavering commitment to raising standards and improving progress so that every learner can succeed.

Download an application pack from our website www.uptonhigh.co.uk electronic applications should be returned to lloyds@uptonhigh.co.uk CVs alone will not be accepted.

Closing date: 10th May 2024.

Interviews to be held the following week

The post is subject to suitable references and the successful applicant will be required to obtain an Enhanced Disclosure from the DBS (Disclosure & Barring Service). Further information can be found at www.gov.uk

Our school is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Learning to shape the future

Staffing Structure

The English Department at Upton-by-Chester High School take pride in being at the forefront of a diverse and varied educational experience. With this in mind, we are constantly aware of issues such as citizenship, sustainable futures, gender, faith, class and social and economic awareness; these and other important matters related to our learners' moral, cultural and spiritual development inform the English curriculum and are dealt with in explicit and implicit ways.

Future technologies have become a key factor in improving teaching and learning. With this in mind, the English Department have embraced the opportunity to contribute to the whole school policy of introducing new technology to our learners. Lessons are taught using a variety of devices which help to engage and interest learners, while reinforcing the core skills that are required to achieve success.

The Staff

- Ms L Mundy Head of English
- Ms H McCarthy EPQ Lead
- Miss K Williams KS3 Co-ordinator
- Miss E Radvilaite KS4 Co-ordinator
- Ms C Ellis-Brown KS5 Co-ordinator
- Ms N Connor KS5 Co-ordinator
- Miss L Atkin
- Miss R Blumenthal
- Mr J Eunson
- Miss A. Farnin SENDCO
- Miss L Ferries
- Miss M Flynn
- Mr G Foster
- Mrs K Gough
- Mrs A Simmons
- Mr R Whelan



Curriculum

Key Stage 3

Our KS3 curriculum is a narrative and a journey within itself, carefully constructed for connection of concepts and knowledge. It is structured over time with clear thought to sequencing these concepts. Our units reflect both key and threshold concepts, which mean we continuously return to the 'big ideas' within our teaching. This will open up opportunities for new ways of thinking and the acquisition of knowledge for **every learner**. We supplement our curriculum and encourage learners to be the best that they can by offering a number of rewarding educational visits. Recent visits have included trips to theatre productions, cinema trips, museum tours and a gifted and talented trip to Liverpool library. We also invite visiting authors into school and promote work with local and national charities.

Key Stage 4

Learners will complete the AQA specifications for GCSE Language and Literature

This specification is designed to inspire and motivate learners, providing appropriate stretch and challenge whilst ensuring that the assessment and texts are, as far as possible, accessible to all learners.

It enables learners to develop the skills they need to read, understand and analyse a wide range of different texts and write clearly.

For English Language, learners are assessed through two equally-balanced examination papers, each assessing reading and writing in an integrated way. This specification requires learners to be assessed at the end of Year 11 and is 100% examination based.

For English Literature, learners will be assessed through two examination papers. Paper 1 (40%) ask learners to respond to a play by William Shakespeare and a 19th Century Novel. Paper 2 (60%) asks learners to respond to a Modern Novel and Poetry.

Sixth Form

We offer two A Level courses:

- OCR English Language
- AQA English Literature

A Level English Language

The Year 12 course provides an introduction to the study of language and analyses the ways in which cultural values and assumptions are shown through linguistic choices.

Assessment in Year 13 is by written coursework and examinations.

A Level English Literature

The A Level course covers Shakespeare, modern literature, poetry, prose and drama.

Assessment in Year 13 is by written coursework and examinations.



Job Description

Salary Range:	MPR/UPR as applicable
Reporting to:	
Supervisory responsibility:	The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities
Main purpose of the job: <ul style="list-style-type: none"> • Be responsible for the learning and achievement of all learners in the classes taught ensuring quality of opportunity for all. • Be responsible and accountable for achieving the highest possible standards in work and conduct. • Treat learners with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position. • Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff, and external agencies in the best interest of learners. • Act within, the statutory frameworks, which set out their professional duties outlined in the current <i>School Teachers Pay and Conditions Document and Teacher standards</i>. • Take responsibility for promoting and safeguarding the welfare of children and young people within the school. 	
Duties and responsibilities <p>All teachers are required to carry out the duties of a school teacher as set out in the current <i>School Teachers Pay and Conditions Document</i>. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the school. (See Performance Management Policy)</p>	
Professional duties Teaching: <ul style="list-style-type: none"> • Deliver the curriculum as relevant to the age and ability group/subject/s that you teach • Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate • Be accountable for the attainment, progress, and outcomes of learners you teach. • Be aware of learners' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how learners learn. • Have a clear understanding of the needs of all learners, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them. • Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English. • Set challenging learning objectives for learners of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment. 	



- Make accurate and productive use of assessment to secure learners' progress.
- Give learners regular feedback, both orally and through accurate marking, and encourage learners to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their work and study.
- Use relevant data to monitor progress, set targets and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding learners have acquired as appropriate.
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*.
- Providing or contributing to oral and written assessments, reports and references relating to individual learners and groups of learners.

Behaviour and Safety:

- Establish a safe, purposeful and stimulating environment for learners, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to learners' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with learners, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values, and behaviour, which are expected of learners at Upton-by-Chester High School.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures. Staff must engage in regular safeguarding training provided by the school or other approved agencies.
- Maintaining health and safety, good order and discipline when leavers are engaged in any offsite activities.

Team working and collaboration:

- Participate in any relevant meetings/professional development opportunities at the school, which relate the learners, curriculum or organisation of the school including pastoral arrangement and assemblies.
- Work as a team member to identify opportunities for working with school colleagues and sharing the development of effective practice with them.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments (line managers only).
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document.

Fulfil wider professional responsibilities:

- Work collaboratively with others to develop effective professional relationships.
Deploy support staff effectively as appropriate.



- Communicate effectively with parent/carers with regard to learners' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with other schools and colleagues within Upton-by-Chester High School and relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

Professional learning

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on learners' progress, attainment, and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with current Appraisal Regulations.

Other

- Staff must engage in regular safeguarding training provided by the school or other approved outside agency.
- To have professional regard for the ethos, policies and practices of Upton-by-Chester High School and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.



Person Specification

	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and Training	<ul style="list-style-type: none"> • Degree in English • QTS • Good use of ICT to support learning • Ability to use data to track learner achievement and identify intervention as necessary 	<ul style="list-style-type: none"> • Further qualifications and/or recent training 	<ul style="list-style-type: none"> • Application form • Certificates to be provided at Interview
Experience	<ul style="list-style-type: none"> • Experience of teaching in at least one high school • Good knowledge of pedagogy and current best practice in teaching and learning and in Assessment for Learning • Experience of teaching English at examination level 	<ul style="list-style-type: none"> • Competence in using latest technologies • Working knowledge of SIMS 	<ul style="list-style-type: none"> • Application form • Interview
Personal Qualities	<ul style="list-style-type: none"> • A natural enthusiasm for subject and inspiring teaching style • Exceptional communication and interpersonal skills – approachable • Excellent team worker • Strong classroom management skills • Proactive self-manager with excellent organisational skills • Reflective and positive thinker • An affinity with young people and a sympathetic, learner-centred approach 	<ul style="list-style-type: none"> • Ambitious for further career development • A lifelong learner • An interest in educational research 	<ul style="list-style-type: none"> • Interview • Lesson Observation
Other	<ul style="list-style-type: none"> • Responsibility and a commitment to high standards • A belief in, and commitment to, the school's vision 'learning to shape the future' 		<ul style="list-style-type: none"> • Interview

This job description may be amended at any time in consultation with the postholder.



Learning to shape the future

Safeguarding Young People

We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:

- An enhanced DBS disclosure;
- Checks of professional status;
- Confirmation of professional qualifications;
- Receipt of strong references (if not received by the time of interview); and
- Medical clearance

2. We only accept applications completed on the Cheshire West and Chester Application Form with a covering letter. Please do not send CVs or open testimonials.

3. Please ensure that the application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.

4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

5. When seeking references, we will request information about your suitability to work with children.

6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.

As part of our Safer Recruitment process, shortlisted candidates could be subject to an online search.



Procedure for Application

If you wish to be considered for this vacancy you should complete the application form, giving the names and addresses of two referees, and submit a concise letter of application. This should be typed or word-processed and should include the following information:

1. A brief outline of what you have achieved in your present post
2. A statement about why you want this job.
3. An indication of the strengths and expertise you could offer the school.

All points should address the detail in the person specification and other points made within the information sent to candidates.

Candidates are kindly requested not to submit a CV instead of the application form. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned to Mr L Cummins (Headteacher), to arrive no later than midday on **Friday 10th May 2024**.

Please ensure that you put the correct postage on the envelope as this could result in your application not being considered due to late arrival. **Please note that we will only consider applications submitted on the Cheshire West and Chester application form.**

Interviews are planned to take place during the following week. If you have not heard from us within two weeks of this date, regrettably you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Please note that we are happy to arrange risk-assessed informal visits for prospective candidates before short-listing has taken place, also if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Mrs S Lloyd, HR Manager.

Tel: 01244 259890

E-mail: LloydS@uptonhigh.co.uk

