

INSPIRATIONAL  
Box Hill School



English Teacher  
Candidate Pack

## Box Hill School: Excellence Maximises Outcomes

Welcome to Box Hill School, where education transcends the curriculum since 1959. Under the leadership of our first female Headmistress, Ms Hayley Robinson, we empower each student to excel both in and out of the classroom. Nestled in 26 acres of Surrey countryside, our nurturing environment fosters growth for 450 students aged 11-18.

## Round Square: Where Ideals Shape Futures

As a founding member of Round Square, we embrace the philosophy of Dr Kurt Hahn, championing a holistic yet personalised approach to education that nurtures global citizens. Guided by the principles of Internationalism, Democracy, Environmental Stewardship, Adventure, Leadership, and Service, we instil in our students a sense of purpose, empathy and responsibility that goes beyond the confines of the classroom.

We believe when students are happy, they thrive.



## Job Purpose

Directly Responsible to: Head of English, Faculty Lead

## Areas of Responsibility

### Your Professional Duties

You are expected to act in accordance with the aims, policies and administrative procedures of the school. The following duties shall be deemed to be included in the professional duties which you will be required to perform:

### Specific Duties and Responsibilities

The English department is a thriving and energetic department which sees itself at the centre of academic studies at Box Hill School. It seeks to promote a love of literature for its own sake, while being fully aware of the responsibilities of delivering the necessary literacy skills which will support pupils in their studies and in later life. The department is made up of four full-time teachers who enjoy working as part of a supportive team.

Academically, study at KS3 focuses on non-fiction, modern prose, pre-1914 prose, modern and pre-1914 poetry, modern drama and the plays of Shakespeare, while in Years 9-11, pupils are prepared for GCSE English Language (AQA) and IGCSE English Literature (Pearson Edexcel). At Sixth Form students can undertake the International Baccalaureate where the study of Language A: English language and literature is obligatory for English native speakers as part of the Diploma; A level English Literature (OCR) is also offered to those students who choose to study A levels instead of the IBDP. We are also excited to be offering Media Studies A level (Eduqas). The successful applicant will be expected to teach across Key Stages 3 and 4, and ideally Key Stage 5, therefore experience of teaching at GCSE level is essential. We would welcome an interest in teaching Media Studies A level.

Creative writing trips, poetry workshops, public speaking competitions and theatre trips are all part of the extension of the English curriculum and a willingness to be fully involved in the wider life of the school is essential.

The department has consistently achieved very good examination results but our aim is to continually improve in this area with each successive year. English is taught in a modern purpose-built teaching block in its own suite of rooms.

### **Professional Standards:**

- Support the aims and ethos of the school.
- Treat all members of the school community with respect and consideration.
- Attend staff meetings and Professional Development days.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Take responsibility for matters relating to health and safety.
- You may also be required to undertake such other comparable duties as your line manager requires from time to time.

### **Teaching and Learning**

- Promote an environment where children are inspired and excited to learn, and which fosters a spirit of enquiry.
- Plan, prepare and deliver high quality, differentiated lessons that are pacy, stimulating and challenging in line with the school's schemes of work.
- Be an effective member of the department(s) in which you work, participating actively in meetings, cooperating with the Faculty Lead and other colleagues in the development of programmes of study, schemes of work, teaching resources, and methods of teaching and assessment.

### **Assessment, Recording and Reporting**

- Provide or contribute to oral and written assessments and reports on the development, effort, progress, and attainment of pupils.
- Mark work according to agreed guidelines.
- Communicate and consult with parents both formally during parents' evenings and informally, as required.
- Make effective use of assessment information to promote and facilitate pupil progress and well-being.

### **Professional Development and Appraisal**

- Review from time to time your own teaching methods and use of resources.
- Have knowledge of and keep up to date with current pedagogy.
- Actively participate in arrangements for your professional development as a teacher.
- Actively participate in arrangements for the appraisal of your performance.

### **Other Professional Responsibilities**

- Uphold and follow the Staff Code of Conduct
- Operate at all times within all stated policies and practices of the school and annually review policy and procedure updates.



- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues.
- Maintain an attractive and stimulating classroom environment with displays of pupil work and learning resources and contribute to displays in the school as a whole.
- Maintain positive working relationships with pupils, colleagues, parents, and other members of the school community.
- Actively contribute to the extra-curricular life of the school through involvement in clubs, outreach activities and, as required, residential trips
- Attend staff meetings, assemblies, parent information evenings as required.
- Attend major events such as the Carol Service, evening concerts and performances, as required.
- Participate in Open Events.
- Undertake such other tasks as may reasonably be assigned by the Head from time to time.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of staff.
- This job description may be amended at any time, after consultation with you.
- All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils.
- Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding and Child Protection Policy.



<b>Person Specification</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good honours degree in a related subject</li> <li>• A recognised teaching qualification</li> </ul>		Production of the applicant's certificates  Discussion at interview  Independent verification of qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of planning and teaching English at Key stage 3 and Key stage 4</li> <li>• Experience of teaching students with a wide range of abilities, including those with SEND</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching English and/or Media Studies at Key Stage 5</li> <li>• Experience of the IBDP</li> </ul>	Contents of the application form  Interview  Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrate an enthusiastic and imaginative approach to teaching the subject</li> <li>• Ability to use ICT in the classroom</li> <li>• Excellent interpersonal skills</li> <li>• Strong time management and organisational skills</li> <li>• Ability to differentiate within the classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Sporting, musical, dramatic, artistic or other skills which can feed into the extra-curricular programme</li> </ul>	Contents of the application form  Interview  Professional references

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Up-to-date knowledge of teaching English at Key Stage 3 and 4</li> <li>• Teaching strategies which enable learners to make excellent progress across all abilities</li> <li>• Lively, fun approach to teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of teaching English and/or Media Studies at Key Stage 5</li> </ul>	<p>Contents of application form</p> <p>Interview</p> <p>Professional references</p>
<p><b>Personal competencies and qualities</b></p>	<ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience</li> <li>• An approachable, professional colleague and classroom practitioner</li> <li>• Flexible and well organised, with a good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work independently using a wide range of resources</li> <li>• Able to create original classroom resources</li> <li>• Sensitive to the challenges presented by children who are far from home</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

## Terms and Conditions



Staff on site  
parking



Use of the  
school gym



Staff discount  
on school fees



Lunch is  
provided free of  
charge during  
term time



Pension Scheme  
provided  
through Aviva  
Pension Trust  
for Independent  
Schools



Cycle to work  
scheme

## Child Protection and Safeguarding

The Governors of Box Hill School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post. This will include making an enhanced disclosure to the Disclosure and Barring Service. Further details about the school's policy regarding Safeguarding and Disclosure in relation to recruitment and selection can be found on the Current Vacancies page of our website.



## Applications

The successful applicant will be required to complete a pre-employment medical questionnaire.

Salary competitive within the sector and commensurate with the successful candidate's experience

**Applicants are required to complete the school's Application Form and Equal Opportunities Monitoring Form.**

CVs alone will not be accepted but can be included as part of the application process.

Additionally, please review the Explanatory Note on our application and recruitment process, available on the website's [Current Vacancies page](#).

Applications should be sent to: [hradmin@boxhillschool.com](mailto:hradmin@boxhillschool.com)

Early applications are encouraged as we reserve the right to appoint before the closing date.

The closing date for applications is Tuesday 18<sup>th</sup> March 2025, **13.00**.

Interviews will take place from Thursday 20<sup>th</sup> March 2025.

