



KINGHAM HILL SCHOOL



Society of Heads, BSA
335+ pupils aged 11-18
Co-educational, boarding and day school

Kingham Hill School is a small independent school with a 'family feel', and a distinctive Christian ethos, set in the heart of the glorious Cotswolds.

We will have the following vacancy from January 2020:

TEACHER OF ENGLISH (0.7) FOR UP TO 6 MONTHS FIXED TERM CONTRACT (MATERNITY COVER)

We are looking to appoint a part-time (0.7) Teacher of English to join this highly successful and popular department. This is a maternity cover position and becomes available in January 2020.

Applications are welcome from experienced teachers, from those who have more recently joined the profession and from probationary teachers.

Closing date for applications: 30th September 2019

Interview date: w/c 14th October 2019

Further information including Job Description and Application Form can be found on our website:

www.kinghamhill.org.uk

Please send a completed application form, together with a covering letter and current CV to:

Julie McGiffen, HR Manager, Kingham Hill School, Kingham, Chipping Norton

OX7 6TH Tel: 01608 658999

E-mail: j.mcgiffen@kinghamhill.org

Charity No. 1076618

Kingham Hill School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.



KINGHAM HILL SCHOOL

Job Description

Job Title: Teacher of English (0.7 Fixed Term Maternity Cover)

Reports to: Head of Department

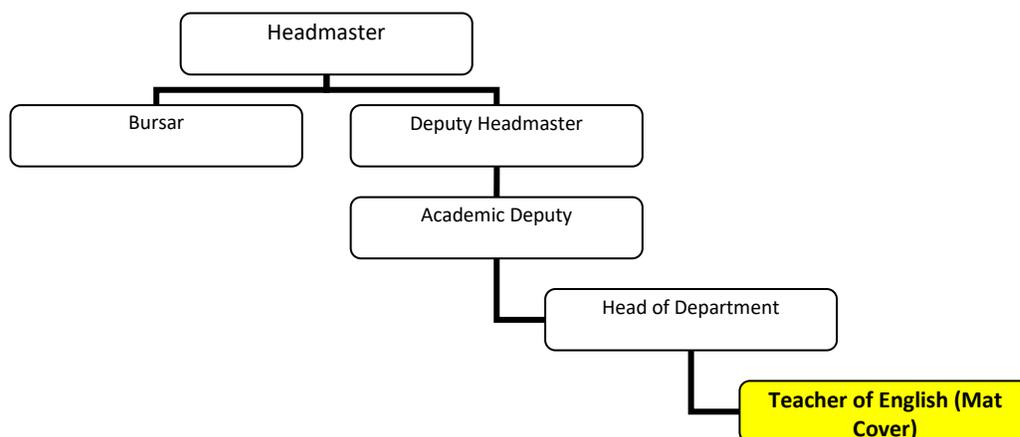
Location: Kingham Hill School

Date: January 2020

1. Purpose of job:

To inspire in pupils a love of English, to instil in them a firm grasp of the skills the study of English requires, and to ensure that pupils are effectively able to apply these skills at examination level and beyond.

2. Organisation chart:



3. Principal accountabilities

- a. To promote learning of English at all levels across the School, up to and including KS5, on a normal classroom timetable.
- b. To ensure that learning in English as a subject is promoted across the School through dynamic teaching;

- c. To assist the Head of Department with the development of schemes of work, the academic drive, department handbook and other necessary documentation;
- d. To be self-motivated in professional development and to ensure that personal training needs are constantly being identified to increase subject and personal development are progressed in support of Trust policy;
- e. To attend and participate in School or independently organised INSET periods or days as directed by the School;
- f. To be actively engaged in the staff review process and to be part of the monitoring and lesson observation process;
- g. To support Senior Management at the School in the development and advancement of the School in all areas of influence and interest;
- h. To be available to cover for the unavoidable absence of colleagues and to take and participate in School trips and excursions;
- i. To undertake all other reasonable duties as requested by your line manager and the Headmaster, which may include delivery of other subjects.

4. Knowledge, experience, skills and personal attributes required for acceptable job performance:

- a. Dedicated and committed professional teacher;
- b. To have a good relevant degree;
- c. To hold a current First Aid qualification or be willing to undertake relevant training;
- d. Committed to serving the various needs of the students – academic, moral and physical;
- e. Self-starter and highly motivated;
- f. To have excellent communication skills with demonstrable motivational skills;
- g. To be fully supportive of the School's Christian ethos;
- h. Excellent organisational and planning skills;
- i. Hard working with a good sense of humour and willingness to become an active member of the staff team.

5. Requirements of the Nominee:

- a. The nominee is to be entitled to employment within the EU or will be, following a successful application;
- b. The nominee will be subject to an enhanced check by the Disclosure & Barring Service prior to their permanent employment being confirmed. This is a statutory child protection requirement;
- c. The nominee will be required to provide original or certified copies of their professional qualifications and provide the details of one personal and two professional referees. Acceptable references must be received before any offer of employment is confirmed;

- d. The nominee must offer the School a verifiable, detailed and unbroken history of education and employment;
- e. The nominee should be in good health and be willing to undergo a pre-employment medical examination by the School doctor if requested.

6. Remuneration Package:

- a. The base salary for the post will be on the Kingham Hill Salary scale and will be dependent on skills and qualifications;
- b. The post holder if qualified to do so can join the Teachers' Pension Scheme. If they cannot join the Teachers' Pension Scheme they can join School's Contributory Pension Scheme;
- c. Holidays will always be taken during normal School holidays, although the post holder may be expected to work some days of the holiday as required in support of the position and in further training. Additional payments will not be made for these days.

7. All staff are required to acknowledge:

All Kingham Hill School employees have a responsibility towards the safeguarding of our pupils' welfare regardless of their role at the School.

The post holder's responsibility will be to adhere to and ensure compliance with the School's Safeguarding Policy, and other related policies, for promoting and safeguarding the welfare of children and young people. If, in the course of carrying out their 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 school's Designated Safeguarding Officer.

Agreed Job Description

_____ **Job Holder (Signature)**

_____ **For the School (Signature)**

_____ **Date**