

SEVENOAKS, KENT

Girls 3 – 11 Years, Boys 3-4 Years | Day | 195 pupils | IAPS

Head of English (Maternity cover)

Candidate information November 2020





HEAD OF ENGLISH (MATERNITY COVER)
Required from after October Half Term 2020

A rare and exciting opportunity to join an exceptional school with a very high academic profile and strong pastoral traditions. We are seeking to appoint an inspirational and experienced English teacher, who has what it takes to distinguish themselves from the ordinary, to lead a dedicated, supportive and professional team. The successful candidate will be an excellent English teacher, and ideally will be experienced in preparing children for selective senior school entry. The candidate will lead all the staff who teach English to ensure high academic standards and a love of literature across the school. A warm manner, initiative and excellent organisation and communication skills are central to this role, as is the ability to think creatively and build a strong rapport with pupils, colleagues and parents. Experience with early literacy in the EYF will be looked on favourably.

Closing date Noon on Monday 15th June 2020 Interviews Wednesday 24th June 2020

Please contact the Headmistress's personal assistant for an application package on headspa@granvilleschool.org

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.



Our vision

Believe, inspire, achieve.

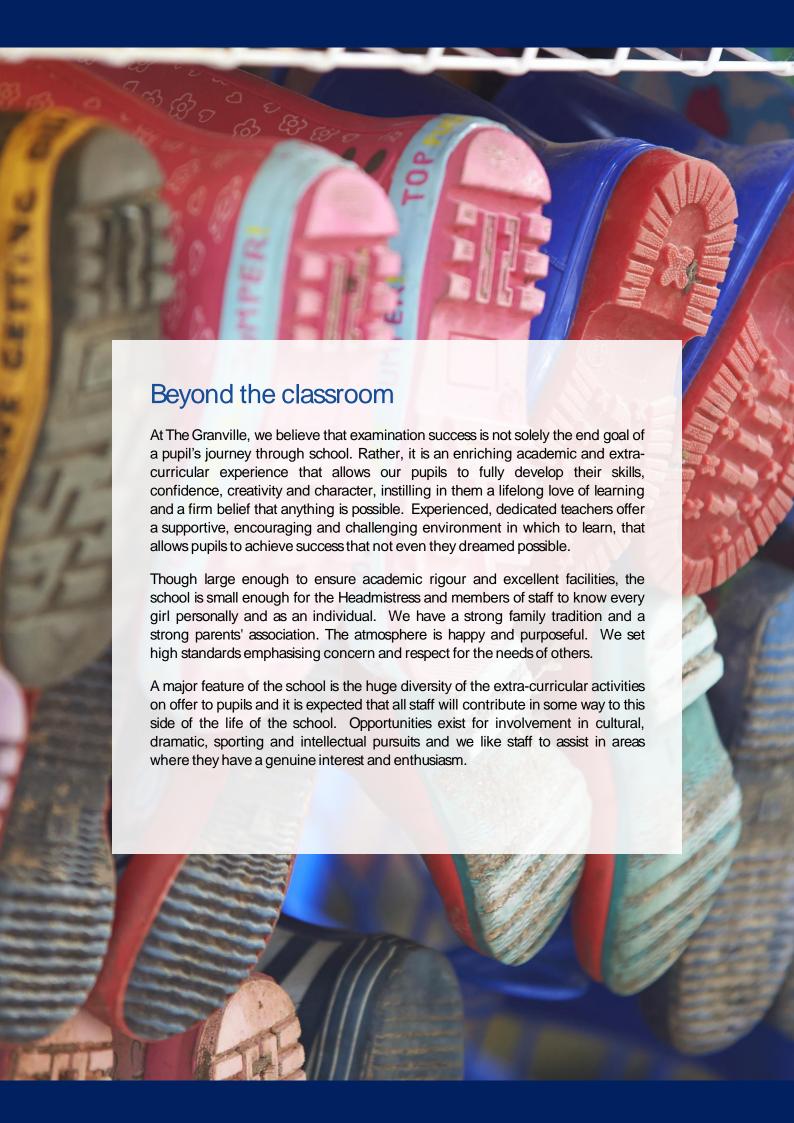
Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in uniquely Granville festivals. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Many girls gain scholarships to a wide range of excellent senior schools, (including Caterham, Kent College, Sevenoaks, Walthamstow Hall and Woldingham) as well as places at Kent grammar schools. The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI.

The most recent ISI inspection took place in 2017 and the school was proud to be rated 'excellent' in all areas. The full inspection report can be read on the school's website. Looking to the future, the school aims to continue on its journey of excellence, constantly aiming to improve the standard of teaching and learning, and helping pupils achieve their personal best. There is also a major building and development project on the horizon, to further improve the school's facilities.





"We have so many fantastic clubs!

Every Thursday I do circus skills club.
But my favourite is cross country
running in Knole Park."

Isobel, Year 5 pupil

"I love coming to school.

The teachers are so nice and they make learning fun. Also, the food is excellent!"

Harriet, Year 3 pupil



"I love teaching here.

The girls are so well behaved and there is an incredible support system for all staff, as well as a carefully structured induction process. I feel so valued in the team, despite only being here less than one year."

Mrs C Frampton, Year 3 teacher





"I love the school as much now as I did 20 years ago when my eldest daughter came here.

They have such fond memories at being at The Granville."

Mrs V Wyatt, Teaching Assistant

Job description: Head of English (Maternity Cover)

The Granville is looking for an inspirational and dynamic teacher to continue and develop our highly successful English department.

The successful candidate will be a qualified teacher of English ready to move into a leadership role, or with existing experience of leading a flourishing English department in another school. The ability to prepare pupils for 11+ examinations is essential.

Key areas of responsibility

To develop the English curriculum for all pupils, and to promote and develop opportunities for all children to make progress.

To plan and provide a stimulating and motivating learning environment ensuring that the learning resources are well organised and accessible to staff and pupils.

To develop the department with due regard to the school's policies and schemes of work, working closely with and co-ordinating the efforts of all school English teachers.

To prepare pupils for 11+ examinations, running extra sessions when necessary.

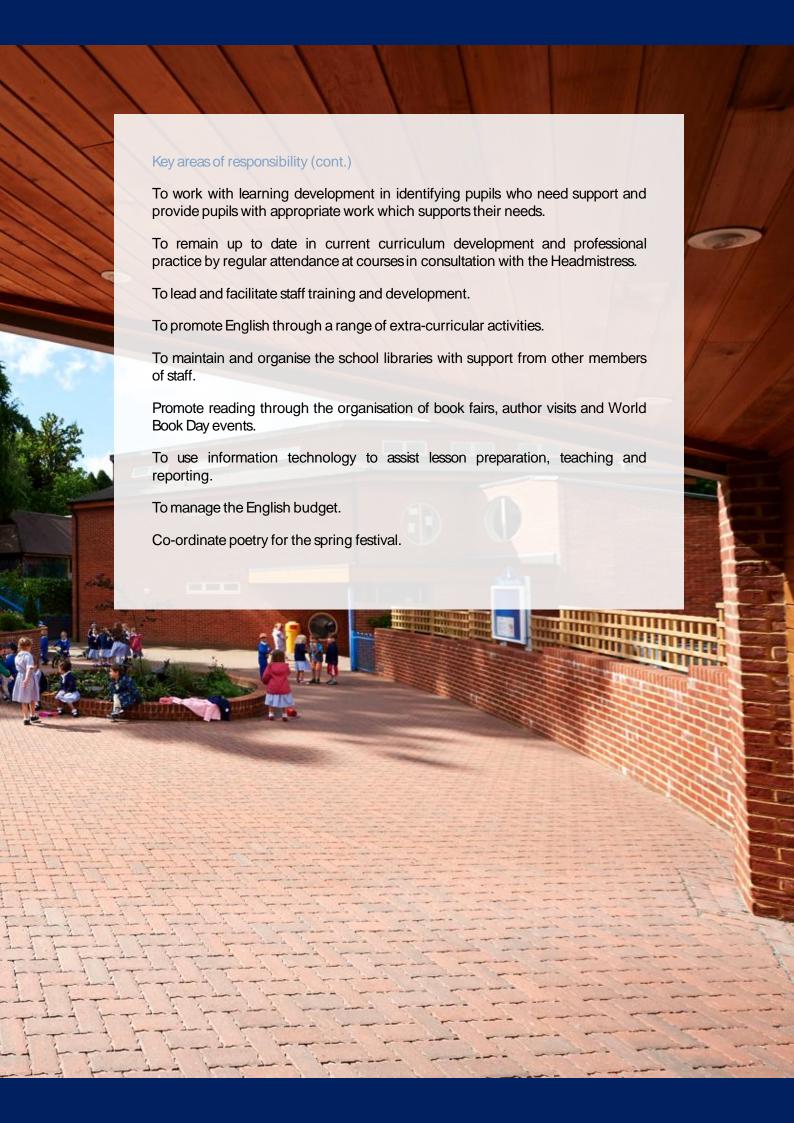
To maintain detailed records of pupils.

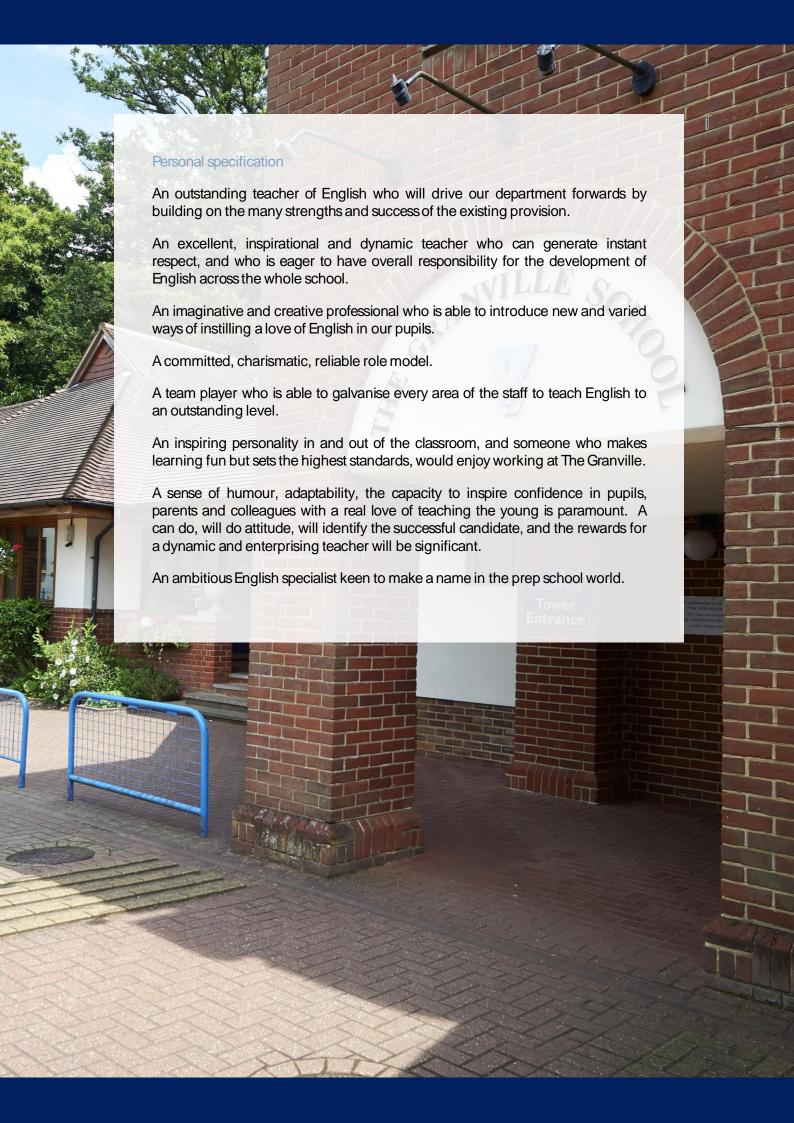
To liaise regularly with the Headmistress on matters relating to the teaching of English at every level of the school.

To lead in collaborative decision making within the English department.

To play a full part in the life of the school, liaising with other members of staff when appropriate.

To work with learning development in identifying AGT pupils and provide pupils with opportunities in and out of the classroom for extension and enrichment, and scholarship preparation.







Additional information Salary The successful candidate will be paid according to their experience which is equated to the national pay scales. The Granville teachers' supplement will also apply. Safeguarding and child protection The successful candidate will be expected to commit to the following; The post holder's responsibility for promoting and safe-guarding the welfare of children and young persons' for whom/she/he is responsible, or with whom she/he comes into contact, will be to adhere to and ensure compliance with the school's safeguarding policy and child protection statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' child protection officer or to the Headmistress. The successful candidate will be required to provide an enhanced DBS disclosure. In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. This post offers an exciting opportunity to work in a well established, developing and ambitious school. At a time when interest in the school, and demand for places is considerable, the future is very exciting. The successful candidate must be dedicated to putting Granville at the forefront of the prep school English and at the same time ensure that English within the school is accessible to all.

