



THE LAURELS
SCHOOL

Teacher of English

Full time

To start on 1st September 2024

Information Pack



CONTACT US

020 8674 7229 | enquiries@thelaurelsschool.org.uk | 5 Our Lady's Close, Upper Norwood, SE19 3FA



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2023



Welcome letter

Dear Candidate,

Thank you very much for your interest in The Laurels School. We are a new, rapidly growing school which offers a happy and supportive working environment. We have recently moved to new premises in the Crystal Palace area and we are looking for an enthusiastic *teacher of English* to join our team as we embark on this new phase of our development.

Applications are invited from enthusiastic, resourceful and committed teachers to teach *English* within this expanding independent girls' school. The Laurels was founded in 2013 to combine high academic standards and personal development within a Catholic framework. The school has Years 7 to 11 and a Sixth Form. The successful candidate will be someone who is passionate about *English* and has a pioneering spirit with ambition and drive. A willingness to play a full part in the life of the school is essential.

If you feel that this role suits your strengths and interests, I encourage you to apply by the 22nd March 2024. Thank you again for your interest and I wish you every success in your career.

Yours faithfully,

Linda Sanders
Headmistress



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Information about the School

The Laurels is an exciting new 11-18 school for girls. Working here will offer the right candidate excellent opportunities for career development and creativity. We take professional development seriously and we strive to support every teacher to become the best that they can be. We place a high priority on creating the conditions within which teachers can share their passion and expertise with our pupils. Exam results have been excellent so far and we expect them to improve even further over the next three years. Ranked No. 6 in the UK by The Sunday Times for the best independent School with a small VI Form 2020.

The Laurels School was judged excellent in its ISI report conducted in January 2023. The report recognised that pupils are motivated and enthusiastic with an outstanding work ethic and that results are 'above national standards for maintained [private] schools.' It also commended the high expectations set by teachers, pupils' excellent communication skills and the support given by teachers both inside and outside the classroom.

The 'excellent' grade was awarded for both key outcomes - the achievement of pupils, including their academic development, and the personal development of the pupils.

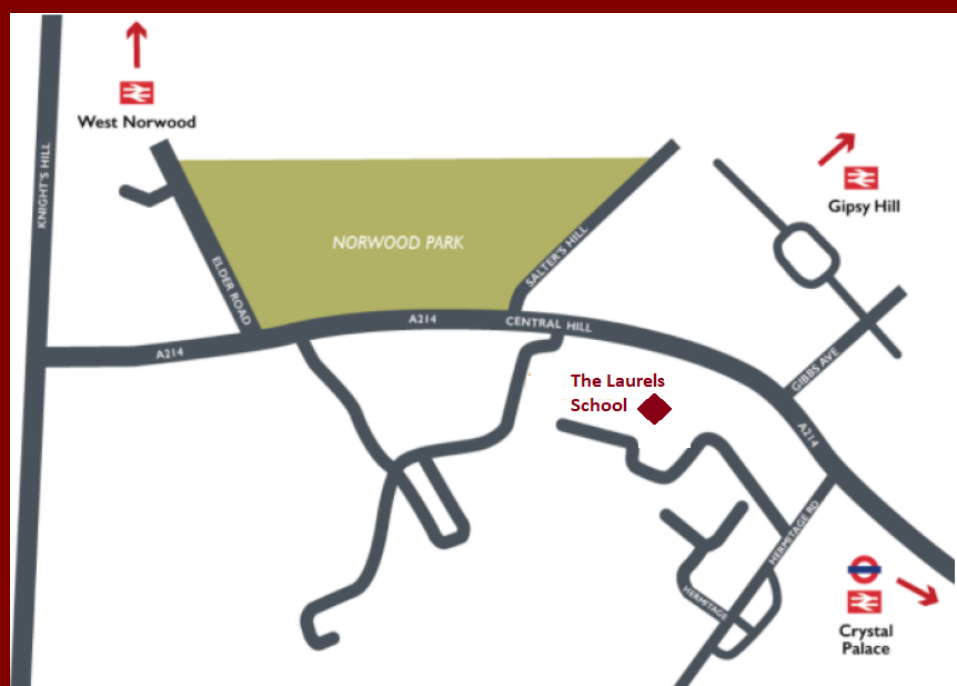
The School has a Catholic ethos and places strong emphasis on helping its students to acquire virtues such as self-discipline, a sense of responsibility and a spirit of generous service. Pupils are given opportunities to be of service to others in the community.

The Laurels School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced Disclosure from the Disclosure and Barring Service. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.



Our new site in Crystal Palace

The Laurels moved to a new site in September 2021. Located at Central Hill, Upper Norwood, SE19 3FA, and previously the site of Virgo Fidelis Convent Senior School. The new campus accommodates both The Laurels School and the boys' school, The Cedars, co-located but separate schools. The new campus provides us with vastly improved facilities as well as allowing us to grow to a two-form school. Facilities include a sports hall, a gym, dining hall, stage, library and Sixth Form facilities.



The Laurels School
Our Lady's Close
London
SE19 3FA





Deadline: 22nd March 2024

Job description: Teacher of English

Salary: To be negotiated

Starts: September 2024

Responsible to: Head of English

Areas of responsibility and key tasks:

A Planning

Plan teaching to achieve progression in pupils' learning through:

- identifying clear teaching and learning objectives and specifying how they will be taught and assessed
- setting tasks, including homework, which challenge pupils and ensure a high level of interest
- setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work
- setting clear targets building on prior attainment
- identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the Code of Practice
- making effective use of assessment information when planning lessons
- planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development

B Teaching and Class Management

- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Select appropriate learning resources and develop study skills through library, ICT and other sources
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Critically evaluate teaching to improve effectiveness



Job description: **Teacher of English**

- **C Monitoring, assessment, recording, reporting:**

- Assess how well learning objectives have been achieved and use them to inform teaching
- Mark and monitor pupils' work regularly and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving. Report to each pupil's Tutor on their progress
- Prepare and present informative reports for parents

- **D Other professional requirements:**

- Operate at all times within the stated policies and practices of the school, adhere to the PACT Charter of Educational Principles Support and promote the embedded Character Development programme
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the life of the school through effective participation in meetings and management systems necessary for the smooth running of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors as necessary
- Arrange visits which provide opportunities for pupils to be involved in artistic and cultural experiences
- Contribute to the process of the ordering and allocation of the appropriate equipment, material and resources required for the successful delivery of the subject
- Assist in identifying resource needs and to contribute to the efficient/effective use of physical resources and carry out other duties as reasonably required by the Senior Leadership Team.



Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✓ A good standard of general education. ✓ Good Honours Degree. 	<ul style="list-style-type: none"> ✓ A recognised teaching qualification, such as a PGCE.
Experience and specialist skills	<ul style="list-style-type: none"> ✓ Work well in a team ✓ Have high personal and professional standards and well-developed pastoral skills and instincts. ✓ Demonstrate the ability to enthuse and encourage others. 	<ul style="list-style-type: none"> ✓ Appropriate knowledge and training to meet the requirements of the position. ✓ Qualified graduate with QTS. Good teaching experience an advantage but not essential
Personal qualities	<ul style="list-style-type: none"> ✓ A passion for your subject and teaching; ✓ A willingness to participate in pastoral care, school duties and extra-curricular activities; ✓ Strong interpersonal skills and the ability to empathise with and relate positively to teenage girls; ✓ An understanding of, and commitment to support, the ethos of The Laurels School. 	

To apply, please send your **PACT Application Form** (this can also be downloaded from our **Website**) to Mrs Isabel Lamb:
i.lamb@thelaurelsschool.org.uk

The Laurels



THE LAURELS SCHOOL | OUR LADY'S CLOSE | LONDON | SE19 3FA

T: 020 8674 7229 | E: office@thelaurelsschool.org.uk | W: www.thelaurelsschool.org.uk