



# Applicant Information Pack

## Teacher of English

**Full time**

**Start date : September 2023**

**Salary details : Main/Upper Scale**



INSPIRE | SUPPORT | SUCCEED

# Headteacher's Welcome

I would firstly like to thank you for your interest in the post of English Teacher at Ysgol Aberconwy. The purpose of this information pack is to help you get to know more about our school and help you to decide if this is the right post for you.

Ysgol Aberconwy is a school that puts learning and individual achievement at the heart of everything it does. We want every pupil to succeed; to achieve their full potential, be prepared for the future and become confident, thoughtful young people so they leave us ready for the challenges of an exciting and increasingly competitive world. This philosophy also extends to the school's staff – we seek to be a learning organisation that focuses on the development of each individual within it through coaching, challenge and support.

Situated in a spectacular location on the Conwy estuary, the school boasts a modern, well maintained and well-equipped environment. Whilst the school's ethos is based on traditional values of respect, responsibility and community spirit, students experience the very latest technology and teaching methods in the classroom.

Here at Ysgol Aberconwy we have the highest expectations of all our pupils in all areas of school life. Academic standards are important to us and we expect all pupils to achieve the very best. We also have the highest expectations of our pupils when it comes to behaviour, attendance, punctuality and uniform.

The pastoral system at Ysgol Aberconwy is extensive and innovative. Each year group has a full time non-teaching Guidance Mentor. Working from a key stage base these mentors are available throughout the day to respond to pupils' concerns and to provide a direct contact point for parents.

We have a flourishing extra-curricular programme. This includes a full range of sporting activities in the school's state of the art facilities as well as music concerts and drama productions. The school owns its own field centre in the hills above Abergwyngregyn and has an extensive outdoor activities programme.

We are also proud of our Welsh tradition and heritage. The school encourages the use of the Welsh language in lessons and beyond, and we are developing the provision of some subjects through the medium of Welsh for those who want it.

We are very fortunate to have a dedicated and highly professional team of teachers and support staff who expect the very highest standards from all our staff and pupils, whilst our strong school systems ensure that everyone learn in a safe and friendly environment where teachers teach and learners learn.


Ysgol Aberconwy is a great place to work. It is focused on teaching and learning and dedicated to the well-being 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 pupils. We know that our school can only be as good as the staff within it. If you would like to see for yourself why we believe Ysgol Aberconwy is a great school in which to work, then please contact us for a visit.

## Ian Gerrard



# Additional Information about the school

During their visit to the school in March 2018, ESTYN report that:

- Pupils express their ideas and opinions confidently both inside and out of the classroom with the majority contributing enthusiastically to class or group discussions.
  - Performance of pupils eligible for free school meals over the last three years is generally above that of these pupils in similar schools.
  - Pupils with additional learning needs progress in line with their personal targets.
  - The school's inclusive and supportive ethos based on mutual respect is successful in promoting high levels of pupil wellbeing.
  - Pupils feel safe in school and consider that the school deals well with any instances of bullying.
  - Pupils are courteous and respectful towards their peers, staff and visitors.
  - They behave well in lessons and around the school and have positive attitudes to learning.
  - Many pupils benefit from their participation in the school's valuable programme of cultural and creative activities, including musical and drama productions.
  - Most pupils develop well as ethical and informed citizens. They contribute successfully to raising substantial amounts of money for local and national charities. As a result, these pupils make a valuable contribution to the local wider community.
  - The school provides a broad and balanced curriculum that builds appropriately upon pupils' previous learning and meets the needs of nearly all pupils.
  - There is a broad range of sporting, creative and cultural enrichment activities that support pupils' learning and contribute well to their personal development.
  - There is a well co-ordinated approach to developing pupils' knowledge and understanding of Welsh language and culture. The school provides valuable opportunities for Welsh speaking pupils to maintain and develop their language skills.
  - The school promotes successfully an inclusive, supportive and nurturing community that has a significant beneficial impact on pupils' wellbeing and personal development. Recent changes to the school's pastoral arrangements are contributing effectively to promoting pupils' wellbeing.
  - Providing opportunities for pupils to voice their opinions is a strength of the school. Pupils play a valuable role in the life and work of the school.
  - Leadership and management at all levels have brought about improvements in key areas of the school's work. The Headteacher provides clear, supportive and decisive leadership that is contributing well to improving key aspects of the school's work.
  - The Headteacher and senior leadership team work well together and have promoted successfully a clear vision for the school based around the mission - 'inspire, support and succeed'.
  - Support staff are used effectively in the classroom and in specialist areas.
  - The school provides a pleasant and welcoming environment that is well maintained and supports pupils' wellbeing and learning well. Specialist areas, such as science laboratories and technology workshops, are well resourced.
- 

# Information about the local area

## Conwy Town and Area

Conwy is a town rich in history, with much of it still preserved within the walls and traditional structures of its buildings. In the heart of it is the mighty 13th-century castle, whose walls encapsulate this remarkable medieval town.

Surrounded by the beautiful Welsh countryside and watched over by the mighty mountains of Snowdonia, it's a beautiful place to visit or to live. The Quay is host to a number of amenities and is a particularly stunning place to visit during the warm summer months. Whether you'd prefer to enjoy the hospitality of local restaurants, take an exciting boat tour around the coastal area or hike upon the many surrounding mountains – it's all possible in and around the historical town of Conwy.

Conwy offers a whole host of places to eat and drink. Fine dining restaurants, traditional pubs and snug cafes can be found throughout the town. It's also host to a number of hotels and B&Bs – many of which are incredibly close to the castle itself. With its traditional and quaint appearance, you may be fooled into thinking that this town is hard to access. It's just over an hour's drive from two major airports – Liverpool and Manchester – and easily accessible by train. Its also worth exploring further afield in the rest of Conwy County which includes equally impressive coastal towns.

Llandudno has maintained its traditional and authentic charm. This Victorian seaside resort has much to offer its visiting guests. Take a leisurely walk along its promenade, or travel up to summit of the Great Orme where you'll be rewarded with incredible views of its surrounding mountains and coastal towns.

You'll also find that Conwy is very proud of its culture and history, and is often host to a number of cultural events throughout the year. Each year, you'll find an abundance of festivals, art galleries and local markets, which are primarily hosted in the name of supporting and displaying their local talent and produce.

If you're looking for somewhere to explore that is full of adventure and has also managed to maintain the rich history within its walls and buildings, Conwy offers its guests (and residents) all of this and more.

[\(http://www.conwy.com/\)](http://www.conwy.com/)



# Job Advert

**Required from September 2023: English Teacher**

**This is a full time permanent position.**

**Salary: Main/Upper Teaching Scale**

**Closing Date: Friday 24<sup>th</sup> March 2023**

We are seeking to appoint an enthusiastic and highly motivated Teacher of English with the ability to teach to GCSE level, for September 2023. The successful candidate will be primarily an outstanding teacher that will lead by example and support the department in achieving its ambitious targets. We encourage applications from teachers of any experience who feel they can add value to an already highly-effective department and prosper in a dynamic and fast-paced environment.

Successful candidates must:

- Be teacher of English/NQT with consistently 'Good' or 'Outstanding' classroom practice
- A passionate advocate of the subject who contributes effectively to departmental and whole school improvement.
- Able to teach across the full age and ability range at age 11-16.
- Eager to become a supportive Form Tutor.
- Able and willing to make a full contribution to the life of the school.
- Have high expectations of themselves and others
- Be a good communicator with excellent interpersonal skills
- Be flexible and a good team player

The English Department is a focal point for Ysgol Aberconwy; a place where students have the opportunity to excel. For the last three years the department has achieved rates at higher than national average levels on a range of measures, including A-C grades. Our most recent exam results (2019) show our GCSE pass rate was 69%, with an average literacy point score of 40. The successful candidate will be joining a forward thinking department, working hard to develop the subject delivery within the school, to give pupils meaningful learning experiences as well as extra-curricular opportunities including guest speakers, trips (locally and nationally), theatre visits and celebrating World book day!

In return, we offer you :

- A strong commitment to professional development;
- A school with high aspirations and a genuine opportunity to make a difference;
- An opportunity to help shape teaching and learning and our alternative curriculum;
- A dedicated and supportive team of professional staff and governors;
- Strong links with other local schools for partnership working and support;
- A strong community spirit;
- A vibrant and interesting place to work.

This is an exciting time to join Ysgol Aberconwy, a mixed 11-to-18 comprehensive school of over 1000 pupils. Set in its own extensive campus on the banks of the beautiful River Conwy, the school is situated in the medieval town of Conwy on the North Wales coast adjacent to the Snowdonia National Park. As a PFI School, we are exceptionally well resourced and maintained, and we have developed a significant reputation locally for the quality of our pastoral care as well as our academic success. Numbers in the school will have risen by 30% over the last five years in September, and we have developed specialist resource centres to support children with dyslexia, autism and other learning needs.

# Job Description

<b>Post Title:</b>	Teacher of English
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.</li> <li>• To monitor and support the overall progress and development of pupils as a Teacher/Form Tutor.</li> <li>• To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of pupil attainment.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> <li>• Add value to the department and the school as a whole.</li> </ul>
<b>Reporting to:</b>	Head of Subject.
<b>Responsible for:</b>	The provision of a full learning experience and support for pupils.
<b>Liaising with:</b>	Head/LT, teaching support staff, LEA representatives, external agencies and parents.
<b>Working time:</b>	Full time
<b>Disclosure level:</b>	Enhanced

## MAIN (CORE) DUTIES

<b>Operational/ Strategic Planning:</b>	<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the relevant Curriculum Area.</li> <li>• To contribute to the Curriculum Area development plan and its implementation.</li> <li>• To plan and prepare courses and lessons at KS3, KS4 and KS5</li> <li>• To contribute to the whole school's planning activities.</li> <li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.</li> <li>• Attend and contribute to staff meetings and briefings.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To assist the Head of Subject and LT to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's objectives.</li> </ul>
<b>Staff Development:</b>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To show evidence of continued personal development in relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Performance Management Review process.</li> <li>• To ensure the effective/efficient deployment of classroom support.</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>

<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To help to implement school quality procedures and to adhere to those.</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>• To review from time to time methods of teaching and programmes of work.</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To maintain appropriate interim and annual records and to provide relevant accurate and up-to-date information for the school database.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents and pupils as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> </ul>
<b>Promoting and Liaison:</b>	<ul style="list-style-type: none"> <li>• To take part in promoting and liaison activities such as Open Evenings, Parents' Evenings, Options Evening and liaison events with partner schools.</li> <li>• To contribute to the development of effective curriculum links with external agencies.</li> <li>• To contribute to transition activities with partner schools and providers.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</li> <li>• To promote actively the school's corporate policies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Head of Subject to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School and the pupils.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To be a Form Tutor to an assigned group of pupils.</li> <li>• To promote the general progress and well-being of individual pupils and of the Form Tutor group as a whole.</li> <li>• To liaise with a Pastoral Team to ensure the implementation of the school's Pastoral System.</li> <li>• To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>• To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.</li> <li>• To contribute to the preparation of Action Plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.</li> <li>• To contribute to PSHE according to the school policy.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To apply the Behaviour Management systems so that effective learning can take place.</li> </ul>

<p><b>Teaching:</b></p>	<ul style="list-style-type: none"> <li>• To teach pupils according to their educational needs including the setting and marking of work to be carried out by the pupils in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.</li> <li>• To provide, or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.</li> <li>• To ensure that ICT, Literacy, Cwricwlwm Cymraeg, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to pupils needs and demands of the syllabus.</li> </ul> <p>To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, uniform, standards of work and homework.</p> <ul style="list-style-type: none"> <li>• To undertake assessment of pupils as requested by external examination bodies, subject and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback according to deadlines as required.</li> </ul>
-------------------------	---

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description and in particular any other duty as specified by STPCDW not mentioned above.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is not intended to be an exhaustive list of duties and following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.





# Person Specific

Factor	Requirements	How Identified	Rank E: Essential D: Desirable
Knowledge & Skills	Good Honours Degree & achievement of QTS	AF/V	E
	Teaching of English (Language and/or Literature) across the ability range in Key Stages 3 and 4	AF	E
	Teaching of English across the ability range in Key Stage 5	AF	D
	Personal integrity and the drive to do what is best for the students	R/I	E
	Ability to work very hard under pressure	AF/R	D
	Proven experience in recognising and meeting the needs of groups of students	AF/R/I	D
	Knowledge and understanding of recent developments in learning and teaching in department based subjects	AF/R/I	E
	Willingness to contribute to extra-curricular program	AF/R/I	D
	Enthusiasm for developing pedagogy and learning to learn strategies	AF/R/I	D
Creativity & Innovation	Excellent communication skills – written and verbal	AF/I	E
	Sense of humour and flexibility to adapt working practices to fresh challenges and new initiatives	AF/R/I	E
	Boundless enthusiasm and a positive outlook	AF/R/I	E
	Ability to enthuse, inspire and develop students	AF/R/I	E
Contacts & Relationships	Genuine enjoyment of working with young people	AF/R/I	E
	Understanding of and commitment to inclusion for all	AF/R/I	E
	Commitment to excellence and the ability to lead by example, in terms of teaching and learning	AF/R/I	E
	Commitment to working as a team player	AF/R/I	E
	Excellent interpersonal skills and an ability to communicate effectively, with staff, students, external organisations and the general public.	R/I	E
Decisions/ Recommendations	Ability to make decisions independently within an agreed objective framework.	R/I	E
	Ability to contribute to leadership discussion and decision making process.	R	D
Resources	Ability to manage resources efficiently	AF/R/I	D

AF: Application Form    I: Interview    R: Reference    V: Verification



# Safeguarding Procedures

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:
  - a. An enhanced DBS disclosure;
  - b. Checks of professional status (EWC; QTS etc.)
  - c. Confirmation of professional qualifications;
  - d. Receipt of strong references (if not received by the time of interview); and
  - e. Medical clearance
2. We only accept applications completed on the Conwy application form with a covering letter. Please do not send CVs or open testimonials. More detail about the content of applications is provided in this pack below.
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.*



# Application Procedures

If you wish to be considered for this vacancy, you should complete the application form, giving the names and addresses of two referees.

Please note that section 12 on the form (Additional information to support your application) which can be completed on a separate sheet if you prefer, should include the following information:

- a. A brief outline of what you have achieved in your present post
- b. A statement about why you want this job.
- c. 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 this information pack.

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 Ian Gerrard (Headteacher) c/o Lynn Jones, to arrive **no later than midday on Friday March 24<sup>th</sup>**.

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 Conwy's application form.

Interviews will take place during the week commencing **Monday March 27<sup>th</sup>**. If you have not heard from us within two weeks of this date, regretfully 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 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 Lynn Jones, the Headteacher's PA.

**Tel: 01492 593243**

E-mail: [lynn.jones@aberconwy.conwy.sch.uk](mailto:lynn.jones@aberconwy.conwy.sch.uk)

