

Queen Margaret's, York

Queen Margaret's is a fully independent boarding and day school for girls aged 11-18, located in 75 acres of parkland, six miles south of the ancient city of York. Established in 1901, the School is proud of its traditions and Anglican foundation. Excellent pastoral care, with an emphasis on inclusion and opportunity are hallmarks of a QM education.

Ethos of the School

A Queen Margaret's education is an exciting, challenging and balanced experience. Our girls are part of a community of people who care for each other and grow as individuals. They develop a wealth of skills for use in their own lives and ideals to make a difference in the world. At the heart of a QM education is a love of learning, which is supported by a healthy body and healthy mind. When a girl has completed her education at QM she will be a free thinking, courageous individual, prepared to take her learning to the next level and her place in the modern world.

Aims of the School

Queen Margaret's is a school for girls who aspire to be leaders in every walk of life. QM girls take advantage of the rich and complementary programme of studies and activities available to them. In doing so, we hope that they will:

- achieve excellence inside and outside the classroom
- develop an enthusiasm for independent thought, learning and research
- grow with emotional maturity, social awareness and respect for individuality and difference
- forge special friendships that will stay with them for the rest of their lives
- be interesting, well-informed, happy and confident members of the community

The Department of English

Staffing

The Department is made up of the Head of Department and four further teachers. Newly qualified teachers are supported through their Induction Year by a dedicated Mentor.

Curriculum

English is a compulsory part of the girls' curriculum up to Year V, with girls receiving a minimum of three hours of tuition per week in small class sizes. Girls are entered for GCSE English Language and GCSE English Literature at the end of Year V. Both Literature and Language courses are available at A Level.

Results

The department has enjoyed excellent results in recent years (2018 A Level Literature: 70%A*/A; 90% A*/C). Literature and Language courses are popular A Level choices and a number of girls pursue courses in English, Media or the Arts at competitive universities each year.

Facilities

The department occupies four dedicated classrooms and office space. All rooms are equipped with wireless technology for girls to use laptops through the school network, data projectors and PCs for teaching staff.

Enrichment

QM has thriving student-led Creative Writing, Poetry, Film and Book Clubs, regular visiting speakers and authors, theatre trips, competitions and placement opportunities for girls. Girls contribute to the school's regular publications, 'The Margaretian', 'Q', and 'Magpie', through creative, travel, journalistic and humorous writing.

Teacher of English

All members of teaching staff belong to a particular department. A department consists of a Head of Department with assistant Teachers. Below is a generic job description for all Teachers. Please refer to the Person Specification for more specific details for each role.

This post could be full time for a candidate who is able to offer another subject, otherwise it is 0.8 of a full time equivalent for an English specialist.

Teacher: Job Description**1. Appointment**

The Teacher is appointed by the Head, subject to enhanced DBS clearance, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the school.

2. Line Management

The Teacher reports to the appropriate Head of Department on all matters and may be called upon to deputise for him/her when required. The Teacher may be allocated specific responsibilities within the department, e.g. leadership of a particular course, activity or club.

3. Teaching

A full time teacher is expected to teach approximately 22 hours each week.

4. Outside the classroom

The teacher is expected to make a significant contribution to the extra-curricular life of the School.

5. Committees

The Teacher shall attend regular Department Meetings and represent the department from time to time on school committees. He/She should also attend Staff Briefing and Staff Meetings.

6. Assembly and Chapel

The Teacher shall be present, wherever possible, at all full school gatherings, including Assemblies, Chapel Services, Mark Reading and Speech Day.

7. Plan of Day, Diary and Bulletin

The Teacher shall be aware of the School's Plan of the Day, term dates (including training days) and calendar entries, as detailed on the School website and refer to the regular bulletin up-dates.

8. Professional Development and Appraisal

The Teacher shall participate fully in the school's professional review process and seek opportunities to progress their development as a teacher through training, lesson observation and discussion.

9. Parents' Meetings

The Teacher shall attend Parents' Meetings, as required by the Head of Department.

10. Mentoring

The Teacher shall be allocated a Mentor (another member of teaching staff) with whom he/she should aim to meet regularly to discuss their work and role within the School. The Deputy Head (Academic) will also be available to listen to concerns and be ready to give active and/or moral support.

11. Parental Contacts

The Teacher shall write reports for girls, as instructed by the Head of Department, following school and departmental policies at times as set out in the calendar. The Teacher should also be prepared to contact parents, under the guidance of the Head of Department on other specific matters, as appropriate.

12. Rewards and Sanctions

The Teacher shall ensure that expectations regarding behaviour and attire are closely monitored and implemented and clearly communicated to girls. The Teacher should issue rewards and sanctions in line with the School Policy.

13. Safeguarding

The Teacher shall be fully aware of the School's Safeguarding Policy. He/She should be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare to him/her as appropriate.

14. Conduct

The Teacher shall be aware of and adhere to the School's Staff Code of Conduct.

15. Marketing

The Teacher, like all other members of staff, is responsible for the marketing of the school through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions they and any girls in their care make whether in or outside School. It is hoped that the Teacher will offer ideas, through their department or at the marketing Forum, regarding the marketing of QM.

16. Inspection

The Teacher shall be prepared for inspection, either by the Deputy Head (Academic) or external Inspectorate, by reviewing and understanding School policies, up-dating lesson plans & documents and ensuring girls' work is marked and annotated with detailed feedback which enables girls to make significant progress.

17. Tutorial System

The Teacher shall be allocated a number of tutees, with whom they should meet each week. The Teacher shall keep records of the tutorials and attend Year Group meetings with other Tutors, as requested by the Senior Tutor (see 'Tutor: Job Description' for further details).

18. Request for Absence

The Teacher shall make any requests for absence during term time in writing (letter or email) to the Deputy Head (Academic), who will make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given.

19. Salary and Pension

Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The Teacher will be eligible for membership of the Teachers' Pension Scheme or such other scheme as the School may offer from time to time.

20. Meals

Food and refreshments are provided during term time during the hours of duties when girls are in School.

21. School Fees Remission

An appropriate school fees remission package is available for the daughter(s) of the Teacher, during their time at Queen Margaret's at the discretion of the Head.

22. General Duties

The Teacher should have an interest in and willingness to support all School activities and should be available to listen to girls and to deal promptly with concerns and difficulties. It is expected that the Teacher will undertake a number of duties, from time to time, for the better running of the School, as directed by the Head. Such duties might include supervising Private Study, assisting with the running of a House by attending events and dinners, organising travel plans or escorting girls to the station.

23. Notice

The Teacher is required to provide 1 full term's notice to terminate his/her employment.

Tutor: Job Description

The role of the Tutor is to establish good relationships with individual girls and to be a first point of contact for the tutee if she has a problem. The Tutor liaises with the Senior Tutor, Academic Staff and Resident Staff on all matters to do with the general welfare of the girls and liaises with the Senior Tutor and other Tutors where applicable. Tutors are responsible for approximately 8 tutees, usually within the same academic year. The specific responsibilities of the Tutor, which encompass oversight of academic progress, pastoral care and enrichment opportunities for their tutees, are:

Welfare & Progress

- to ensure tutees are aware of the ethos and aims of Queen Margaret's
- to take an interest in the background and interests of their tutees
- to be aware of any family, special needs and medical information known to the School
- to liaise with the Learning Support Department where necessary
- to keep the Senior Tutor informed of any change in their tutee's personal circumstances and to keep tutorial records as up-to-date as possible
- to update the student records in iSAMS after each Tutorial
- to help and to advise individual tutees on academic, social and personal matters, and to liaise with subject staff about the general progress of their tutees
- through their own good example and by encouragement tutors should inspire their tutees to set high standards for themselves in work and behaviour
- to encourage their tutees to fulfil the school's expectation that everyone should show courtesy and consideration at all times
- to monitor their tutees involvement in enrichment activities and in the general life of the School
- to advise the Senior Tutor and house staff of any problems relating to a tutee
- to keep a regular check on house points, commendations, order marks and returns of tutees
- to encourage all girls to take a pride in their appearance and to ensure that they conform with School dress code
- to monitor the use of planners and revision schedules, as appropriate

Contact with Parents and Colleagues

- to meet with parents on the first day of the Autumn Term when the girls return to school
- to keep in regular contact with parents via telephone or email
- to attend Year Group lunches and parents' meetings and advise parents about the overall progress of their daughter
- to communicate information to colleagues as necessary, attending Year Group Review meetings, Case Conferences and Year Group meetings
- to proof read tutees' reports and to be responsible for any corrections
- to be responsible for writing the Tutor report, commenting on progress and setting targets
- to discuss reports with individual tutees, encourage girls to review their own progress and take responsibility for their own learning
- to register the Year Group when required (usually once each week) in accordance with the School's procedures
- to monitor punctuality and behaviour and pass on any concerns to the Senior Tutor
- to attend weekday and special Chapel services and Assemblies with tutees
- to carry out specific duties relating to a particular Year Group as requested by the Senior Tutor

No job description can be fully comprehensive and tutors will need to use their own discretion and professional judgement to respond appropriately to the girls' needs, supported as appropriate by their Senior Tutor, and/or by the Head and Senior Deputy Head.

Person Specification: Teacher of English

Qualifications	A good degree including English Literature or Language	Essential
	A PGCE	Desirable
Qualities	A creative, inspirational and enthusiastic Teacher	Essential
	A genuine desire to develop girls to their fullest potential	Essential
	Demonstrably self-reliant, resilient and adaptable.	Essential
	Evidence of the ability and willingness to contribute outside the classroom	Essential
	Willingness to commit to and foster the values and ethos of the School	Essential
Skills, Knowledge and Experience	The ability to plan and deliver outstanding, exciting and innovative lessons	Essential
	Experience of teaching English at KS3, KS4 and KS5	Desirable
	Excellent and up to date subject knowledge	Essential
	High levels of competence in the use of ICT for teaching and administration	Desirable
	A commitment to safeguarding and promoting the welfare of children	Essential

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions will be documented in a letter of appointment. The appointee will be required to familiarise herself/himself with and to comply with the School's non-contractual policies and processes as the same are published from time to time.

1. The appointee will receive a salary following the school's own pay structure and, paid in monthly installments in arrears from the agreed date of appointment and is inclusive of holiday pay; no over-time is paid and days off in lieu of work are not applicable.
2. The appointee shall be entitled to the statutory minimum holiday entitlement (currently 28 days) which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head and Deputy Head (Academic), including attendance at Training Days and Results Days, as required, you will not normally be required to work during normal school holidays.
3. The normal hours of work are 08:15 – 17:30 (Monday – Friday) and 08:45 – 12:30 (Saturday). Clubs, societies, matches, practices, duties, training days and parents' meetings may, necessarily, extend these times.
4. The School operates a non-contractual sickness policy details of which are available on the staff VLE.
5. The appointment shall be made subject to an enhanced DBS check, a negative check at the DfE Record of Teachers Prohibited from Teaching, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the School.
6. Food and refreshments are provided during term time during the hours of duties when girls are in School.
7. An appropriate school fees remission package is available for the daughter(s) of the Teacher, during their time at Queen Margaret's at the discretion of the Head.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers the Department for Education and the Disclosure and Barring Service, in accordance with Safer Recruitment Practice. The Teacher shall be fully aware of the School's Safeguarding Policy. The Teacher must be aware of how to contact the Designated Safeguarding Lead or the Deputy and not hesitate in communicating concerns regarding Safeguarding as appropriate.