



BURGESS HILL

— GIRLS —

Tomorrow's Women



FULL TIME, PERMANENT

TEACHER OF ENGLISH

CANDIDATE PACK



WELCOME TO BURGESS HILL GIRLS

We are looking for a well-qualified and dynamic Teacher of English with a good honours degree to join our successful English department from January 2024 or April 2024 (depending on notice period). For the academic year 2023/24, the position will be part-time at 65%, but will become full-time from September 2024. The ability to teach English to A Level is essential. Experienced applicants might like to be considered for the Second in Department role, who provides support to the Head of English in all aspects of the day-to-day running of the English Department, deputising for the Head of Department where necessary and taking responsibility for KS3 English teaching and learning.

Our motto at Burgess Hill Girls is 'I am, I can, I should, I will'. It encapsulates the journey students take with us: discovering who they are, what they are capable of, the importance of supporting others and developing the will to achieve their dreams. When you join Burgess Hill Girls you become part of a unique, empowering community where there are no limits. We love learning at Burgess Hill Girls, and this passion extends far beyond the curriculum into all aspects of life. We believe in a complete education and successfully combine excellent academic provision with a strong pastoral programme and an immense variety of enrichment activities, while always focusing on the needs of the individual.

If this role excites you, and you believe that you have the necessary skills and experience, then we would be delighted to hear from you.



LARS FOX | HEAD

OVERVIEW

Burgess Hill Girls is an independent day and boarding school for girls located in the centre of Burgess Hill, West Sussex.

The school was founded in 1906 by Beatrice Goode to provide a high-quality education for girls, which was not widely available at the time. In 1928 the School moved from Church Road to its present location on Keymer Road in order to expand.

The school currently educates over 550 pupils, with boys and girls in the Nursery and girls only from Reception through to the Sixth Form.

The school's catchment area for day pupils extends across Sussex. It is well-connected by road (lying close to main roads such as the A23 to London and Brighton) and by train, just a few minutes' walk from the town's railway station, with frequent direct services to Brighton, London and Gatwick Airport.

Living on-site there are approximately 50 boarders, typically full-term from across the globe.

Notable alumnae, called Bold Girls, include cricketer Caroline Atkins, actor Haydn Gwynne, presenter Holly Willoughby, neuroscientist Professor Francesca Happé and diversity champion Funke Abimbola MBE.





MISSION & AIMS

OUR MISSION

To develop Tomorrow's Women.

OUR AIMS

Our mission is achieved by ten core aims. We will:

- Champion individual strengths and aspirations through our excellent academic provision, extensive co-curricular opportunities and forward-thinking initiatives such as our B-spoke and BOLD programmes.
- Endow pupils with confidence, self-belief and a determination to succeed.
- Embed a strong sense of moral responsibility through activities in the school and the local community.
- Develop meaningful and effective partnerships with local nurseries, and primary and secondary schools.
- Recruit and retain high-quality staff.
- Promote a positive balance between academic work, recreation and volunteering.
- Provide expert higher education and careers opportunities and advice.
- Deliver an outstanding Early Years education to ensure a solid foundation.
- Innovate in the development of our curriculum and facilities.
- Encourage a mutually supportive community that empowers girls to reach their full potential.

Pupils at Burgess Hill Girls will be equipped to lead a fulfilled and productive adult life in a rapidly changing world.

CAMPUS

Burgess Hill Girls is set within 14 acres of beautiful grounds in a conservation area close to Burgess Hill town centre in the heart of Mid Sussex.

The site comprises of open playing fields surrounded by natural woodland. The buildings date back to 1704 and are a mixture of Victorian and Edwardian villas complemented with sympathetic contemporary buildings.

The newest additions to the site are the Croft II Performance and Music Academy and Little Oaks, a modern building encompassing Nursery and Infant classrooms.

OTHER BUILDINGS OF NOTE

- Webb House – Main teaching block for Senior School
- Pre-Prep and Prep School
- Music School
- Sixth Form Centre
- Art Department
- Science Centre
- Sport pitches and courts
- Fitness hub
- Dining hall
- Two boarding houses





CURRICULUM

As in any school, English is considered to be of central importance in the curriculum, and this is reflected in the proportion of time allocated to it on the timetable. In Years 7 and 8, students have a total of five 40-minute periods of English per week and in Years 9, 10 and 11 a total of six 40-minute periods. A full time teacher would normally teach across the age range, including at A Level. This gives staff a good sense of students' progress and subject continuity, and allows them to get to know the students very well. They are also able to contribute to the subject at all levels.

In the Lower School, classes are taught in mixed-ability groups. Students follow a bespoke curriculum which draws from the best current practice. They are introduced to a range of poetry, fiction, drama, non-fiction and media texts in order to lay the foundations for future success. In Years 7 to 9 a scheme of work and a full suite of teaching resources are available. However, there is a freedom and flexibility within the plans for teachers to pursue their interests and also the opportunity to manage the planning for one year group. We foster a lively interest in reading, literature and creative writing, and a gradual development of analytical skills.

In Year 9 students encounter more challenge and extension as the curriculum anticipates the demands of the Edexcel IGCSE English Language and English Literature courses followed in Year 10 and 11. English and English Literature courses are combined in all classes. Classes are organised in two ability streams. The department achieved impressive IGCSE results this summer, with 98% of entries graded 9 to 6.

English Literature is a popular choice at A Level. We follow the Edexcel A Level syllabus. Sets are shared by two teachers. Exam results have been 100% A* to B over the last four years.

ENGLISH DEPARTMENT

Full-time members of the department are expected to take on at least one major area of responsibility, such as schemes of work for the Lower School or book award shadowing schemes. We also share responsibility for extra-curricular enrichment, such as debating, public speaking and creative writing clubs, and the programme of theatre visits and special events which run annually.

There is a tradition of sharing and cooperation in the department. In the past we have frequently worked as a team to develop teaching strategies and materials, and we feel that discussion and exchange (both formal and informal) have been a much valued feature of our work. The rapid pace of change in English teaching at present, coupled with the relative freedom of teaching in an independent school, offers us a virtually unprecedented opportunity to review, experiment and innovate, in order to construct courses for the students that are genuinely progressive, challenging and fulfilling. We are looking for a person who has the energy, enthusiasm and ideas to contribute to this dynamic department.

Experienced applicants might like to be considered for the Second in Department role, who provides support to the Head of English in all aspects of the day-to-day running of the English Department, deputising for the Head of Department where necessary and taking responsibility for KS3 English teaching and learning.





JOB DESCRIPTION

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils within the English Faculty
- Undertake a designated programme of teaching across the age range 11-18, including iGCSE Language and Literature, as well as A Level English Literature.
- Teach pupils according to their educational needs, including the setting and marking of work
- Assess, record and report on the attendance, progress, development and attainment of pupils and keep such records as are required
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures
- Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Ensure a high-quality learning experience for pupils which meets internal and external quality standards
- Prepare and update subject materials
- Use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus
- Ensure that school aims related to ICT, Literacy and Numeracy are reflected in the teaching and learning experience of the pupils
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework
- Act as a Form Tutor to an assigned group of pupils
- Monitor and support the overall progress and development of pupils in your tutor group
- Liaise with the relevant Head of Section to ensure the implementation of the school's pastoral system
- Register pupils, accompany them to assemblies and encourage their participation in all aspects of school life
- Contribute to PSHE according to school policy
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- Promote actively the school's corporate policies
- Comply with the school's Health & Safety Policy and undertake risk assessments as appropriate
- Undertake any other reasonable duty as specified by the Head

SALARY & BENEFITS

We offer a competitive remuneration package. The eventual salary will be negotiable and will depend on experience.

ADDITIONAL BENEFITS INCLUDE:

- Substantial pension contribution
- Significant discount on school fees
- Lunch
- Car parking
- Use of school facilities



APPLY

Candidates are required to submit an application form with supporting letter and details of two referees. One reference should be able to comment on the teaching skills of the candidate. References will be taken up prior to interview.

Closing date for applications is 9.00am on Monday, 16th October.

Short-listed candidates will be contacted by telephone, and interviews will take place on 18th or 19th October 2023. Candidates who have not heard from the School by 21st October 2023 should presume that we will not be taking their application further.

Candidates will be required to teach a short lesson on a topic to be decided and attend an interview. They will also meet with key staff and be offered a tour of the School.

All appointments are made in accordance with our equal opportunities policy; applicants should let us know of any special needs they may have.

The 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 the Disclosure and Barring Service.

