



PART TIME (0.66)  
TEACHER OF ENGLISH  
(Permanent)

---

*Candidate Information*





# THE POSITION AND THE DEPARTMENT

We have an exciting opportunity for a talented, well-qualified and inspirational Teacher of English to join our wonderful school.

It is a part time (0.66), permanent position, which will commence on 1 September 2024.

## The Department

The Department consists of two full-time teachers and one part time teacher and occupies three dedicated classrooms, equipped with technology to enhance teaching and learning. There is also a generous department office to encompass our close-knit and committed team, which is effectively located next to our outstanding school library.

The Department fosters a caring approach to teaching all students, encouraging all to embrace the study of English with enjoyment and appreciation of the importance of the subject in enhancing learning in all other subjects and beyond school. As a group of dedicated teachers, we enjoy working with students of all abilities who thrive under our inclusive and

differentiated pedagogy.

English Literature at A-level is consistently popular with many students going on to study at university. We are a dynamic department where we increasingly include technology in our lessons, bring lessons alive with dramatic performances of texts, and we make sure that students of English have opportunities for learning outside of the classroom, such as the annual trip to Poetry Live and Theatre performances. We are also a creative department, revising our resources and teaching practices to reflect the needs of our learners by working very much as a team.

The Department broadly follows the National Curriculum, using a variety of resources. At the end of Key Stage 4, students sit the linear AQA GCSE subjects of English Language and English Literature. At A-level, students follow the AQA English Literature course.







# WHY WORK AT DURHAM HIGH SCHOOL?

- Durham High School is a fabulous family of staff and girls who strive for excellence in all we do.
- We are a group of highly qualified and enthusiastic teaching and support staff for who nurturing and developing girls is at the forefront of everything we do. The school comprises of Pre-Prep, Prep and Senior teaching staff, and a dedicated team of support staff including our Administration Team, Facilities Team, transport drivers and cleaners.
- You would be part of a community where girls are eager to learn, they are receptive, well behaved and engaged. Our staff enjoy teaching in small classes in well equipped spaces and a supportive environment.
- Our teaching groups are smaller than the maintained sector, typically beginning with Pre-Prep and Prep classes of between 10 pupils and 20 pupils, increasing to around a maximum of 24 pupils per class in Years 7-11. Depending on the subject, classes can average between 5 -14 at Sixth Form.
- Teachers and support staff are paid on the DHS pay scale and our school holidays are longer than those in the state sector, with a week in October, three weeks at Christmas and Easter, a week in February and May, and up to eight weeks in the Summer.
- A free school lunch each day is offered to all staff during term-time and staff rooms have complimentary tea, coffee and biscuits.
- Teaching staff are enrolled in the Durham High School Pension Scheme (Defined Contribution Scheme).
- Access to our onsite confidential counselling service
- Durham High School operates a fee reduction package of 50% for children of staff members.
- All staff have access to training opportunities for personal and professional development.



*The girls at Durham High School were amongst the most enthusiastic and motivated we have met.*

**Good Schools Guide**





# OUR SCHOOL

Durham High School is a leading Independent Day School for girls aged 3 - 18. We were one of the first schools in the North East of England to take girls' education seriously and we are proud to continue that tradition today; we seek to develop the potential of every girl in all areas of life.

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school. In the 1960s, Durham High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day.

Recent developments include a wonderful Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose-built Performing Arts Suite and Music practice rooms.

## Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every girl in all areas of her life
- To encourage academic excellence and a life-long love of learning

## Reputation and Exam results

Durham High School is consistently the best in County Durham for academic results and pastoral support. Classes are small and the pastoral care of pupils is given a very high priority. Our pupils consistently achieve some of the best results in the area at both GCSE and A Level.

In 2023, 71% of pupils achieved grades A\*-B at A Level, which was significantly higher than national average of 52.7%. A third of all grades were A\*-A, which is higher than both the North East average of 22% and the national average of 26.5%.

At GCSE, the proportion of top grades (9-7) was 59%, which is significantly higher than regional and national averages.

## Scholarships and bursaries

We are keen to widen access as much as possible, with means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area.

There are also academic scholarships available at 11+ and 16+ together with scholarships *in Music, Performing Arts and Sport*.





# ISI INSPECTION REPORT

Durham High School was judged **'Excellent'** across all areas by the latest inspection carried out by the Independent Schools Inspectorate (ISI) in October 2022.

The school succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection, where each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

This inspection includes the standards of the quality of education; the suitability of staff and those in contact with our pupils; the welfare of our young people and their moral, social and cultural development. We also met every requirement relating to the premises and the provision of information.

The key findings in the Educational Quality Inspection were:

**The quality of the pupils' academic and other achievements is excellent.**

- Pupils make excellent progress and achieve highly in both academic and other areas.
- Pupils' knowledge, skills and understanding are excellent across all

areas of learning.

- Pupils of all ages are excellent communicators who listen well and express themselves articulately both orally and in writing.
- Pupils demonstrate excellent study skills. Their attitudes to learning are outstanding and underpin the high levels of achievement throughout the school.

**The quality of the pupils' personal development is excellent.**

- Pupils display an extremely strong moral awareness and have a clear understanding of right and wrong.
- Pupils show outstanding levels of respect; they value diversity and demonstrate sensitivity and tolerance towards others.
- Pupils' social development is excellent; they collaborate extremely well in lessons and extracurricular activities.

*The Pupils at Durham High School are enthusiastic and ambitious learners, with a genuine desire to succeed..*

ISI Inspection Report, October 2022





# THE ROLE OF PART TIME TEACHER OF ENGLISH

*Pupils flourish and develop high levels of self-confidence through the positive encouragement they receive from class teachers and other staff who provide individual support”*



Summary of Job Role	
To be an excellent teacher who facilitates high-quality learning and supports The English Department's work in delivering successful outcomes for all pupils. To contribute to cover for colleagues and to the duty rota, including break time, lunch time and Homework Club. You may be required to be a form tutor.	
Remuneration	DH1-9 Salary Scale, depending on experience.
Accountable to:	Head of English
Accountabilities:	<b>Maximise the potential of all pupils in the class</b> <ul style="list-style-type: none"><li>• Be an excellent classroom practitioner.</li><li>• Maintain a positive working atmosphere in your classes, foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.</li><li>• Maintain a stimulating educational environment in your classroom.</li><li>• Teach pupils how to learn and think as well as to know and understand.</li><li>• Teach according to Departmental schemes of work and to work as part of a team, in harmony with the school's ethos, aims and priorities.</li><li>• Use data to inform planning and teaching.</li><li>• Actively promote the use of IT to engage pupils.</li><li>• Be aware of the need to differentiate work and challenges according to the ability of the pupils, whilst maintaining high expectations of all and taking full account of any Special Educational Needs</li><li>• Teach lessons that are inclusive for all pupils and that use diverse and inclusive materials.</li><li>• Teach the strategies needed to pass exams.</li><li>• Know about pupils' personal circumstances that may affect your teaching and pupils' learning.</li><li>• Mark accurately and constructively according to school guidelines. Keep clear records of pupil attendance (SIMS) and performance according to school guidelines.</li><li>• Set and mark work for classes in the event of your absence.</li><li>• Ensure that pupils' efforts are properly rewarded.</li><li>• Ensure that homework is appropriately set.</li><li>• Follow and implement the school's curriculum policies.</li><li>• Support interventions within the subject area to encourage academic excellence.</li></ul>

### **Contribute to the work of the department/subject area**

- Contribute to the English department documentation, the construction and review of schemes of work, sets of resources and departmental administration.
- Share resources and ideas and disseminate examples of good practice.
- Attend subject meetings.
- Act as an advocate for English and advise pupils about A Level choices at the appropriate times (if applicable).
- To ensure resources are used effectively and kept in good order.
- Contribute to the setting, management, marking and administration of internal examinations and scholarship papers.
- Organise and take part in subject area trips and visits.
- Work with the SEND department to provide pupil support.
- Contribute to revision sessions as appropriate.
- Deliver lessons for 'Moving Up!' Evening for year 6 into 7.

### **Contribute to the all-round education that the school offers**

- Contribute to the English Department's co-curricular programme.
- Contribute to the English Department's outreach programme.
- Contribute to external competitions in English.
- Make recommendations to the librarian for English.

### **Contribute to the corporate life of the school**

- Uphold the school ethos and rules, taking due regard for professional standards and advice from senior staff.
- Take responsibility for the behaviour of pupils directly in your care and at other times if the situation warrants, apply school sanctions consistently.
- Help colleagues who may experience difficulties in their role.
- Take part in duties as may be reasonably directed by the school's leadership team.
- To cover for colleagues as directed by the school's leadership team.
- Contribute to the spiritual life of the school by attending Assembly and occasionally contributing to assemblies.
- Attend staff meetings.
- Complete administrative tasks according to deadlines and with due regard for colleagues.
- To invigilate internal and Public Examinations

### **Foster your own professional development**

- Take part in Staff Induction, Professional Development and Annual Review, and INSET events. Undertake relevant CPD.
- Maintain an up-to-date knowledge of your subject and associated pedagogy through reading and further training.
- Attend staff working groups to develop good practice.

# THE ROLE (CONTINUED)

### **Promote the school**

- Act as an advocate for the school both in and out of school.
- Contribute to marketing publications.
- Contribute to marketing events and Open Days.

### **Understand the importance of safeguarding**

- In line with our commitment to safeguarding, all members of staff have a duty of care towards Durham High School pupils and are expected to report any such concerns to the Designated Safeguarding Lead.
- Complete weekly break time and lunchtime duties as per the rota and Homework Club duties as allocated.

### **Contribute to the wider community**

- Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.

### **Any other reasonable task requested by the Headmistress**

**This job description will be reviewed annually and amended to meet the needs of the school.**



# THE PERSON

## Skills Required

- Ability to teach your subject up to A Level - Essential
- Ability to use a range of teaching strategies in order to meet the needs of all students - Essential
- Sound behaviour management skills and discipline, both inside and outside the classroom - Essential
- Dedication to promoting your subject within the school and marketing within and outside school - Essential
- Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues and parents) - Essential
- Ability to work on own initiative and react to competing demands - Essential
- Ability to maintain confidentiality - Essential
- Confident user of IT to aid administration and learning - Essential

## Knowledge base

- Experience of working in a successful department up to KS5 level - Desirable
- Good understanding and knowledge of current and new examination specifications - Essential
- Knowledge of SEND and students with individual learning needs - Essential

## Qualification/Attainment

- Qualified teacher status - Essential

- Good honours degree in English or related subject - Essential
- Master's Degree - Desirable

## Experience

- Proven experience of successfully contributing to or running extra-curricular clubs and activities - Desirable
- Experience of working within a successful team - Desirable
- Successful experience of teaching a range of key stages - Essential

## Attitude/approach

- Enthusiastic, positive and hard working - Essential
- A passion for education - Essential
- Commitment to the safeguarding of children and young people - Essential
- Ability to inspire, motivate and support pupils - Essential
- Flexible and approachable attitude - Essential
- Ability to solve problems, make sound judgements and take decisions - Essential
- Ability to work under pressure, on own initiative, accurately and with attention to detail - Essential
- Commitment to the improvement and development of own teaching and performance - Essential
- Good Sense of Humour - Desirable



# SENIOR DEPARTMENT

In Senior Department, a broad, balanced curriculum equips girls with the skills and academic excellence necessary for adult life in the 21st century. We believe that success is best achieved through enjoyment.

Durham High School's reputation for academic success is wholly justified: as experts in the teaching of girls, we know how girls learn and provide an environment in which they can flourish.

Our Senior staff are dynamic and enthusiastic, and are indefatigable in their efforts to secure the best possible outcome for our girls. Our lessons are engaging and stimulating, fostering curiosity and the determination to succeed. We encourage girls to be aspirational. Our pastoral care is also exemplary; each girl feels secure as part of a happy and compassionate community and knows she is valued as an individual.

To broaden and develop the interests of each girl, we offer an extensive extra-curricular programme with activities to suit all. There are opportunities in sport, drama and art, among others, and we regularly see pupil success locally, regionally and nationally in these areas. Our numerous clubs also include astronomy, dance, journalism, photography and practical science. Residential and day trips, as well as international trips, are offered to each age group, to help to broaden horizons to new experiences.

A key characteristic of Durham High School is a feeling of community and being part of a family in which every girl is known and valued by her teachers. We strive to ensure that not only are girls looked-after, but that they also look after each other, learning to respect difference.

Pupil voice is also incredibly important, with School Council, Eco Council, our Interact Charity group and various leadership opportunities throughout Senior Department ensuring that girls have the opportunity to make a positive contribution to the school and wider community.

Regular whole school events encourage all girls to be fully involved in the life of the school, as well as broadening their friendships to include girls in other year groups. We create opportunities both in the classroom and beyond for girls.

While academic expectations are high and we are certainly proud of our results, careful and caring support from staff ensures that girls manage their work load while maintaining a healthy balance with their other activities.

Supporting and nurturing spiritual and moral values, and encouraging positive mental health and wellbeing is high on our agenda. Our Personal, Social Health, Careers, Citizenship and Economic Education (PSHCCE) programme enables girls to explore and debate the issues and challenges they will encounter in the modern world.







# SIXTH FORM

We are proud of the vibrant, friendly community the Sixth Form at Durham High School provides, with its reputation for consistently outstanding achievement at A Level.

The caring, supportive environment ensures that all girls fulfil their academic potential, as well as developing the self-assurance, the moral framework and the leadership skills they will need in a challenging world.

The Sixth Form is sometimes taxing, but never dull, and will indubitably, be very rewarding and enjoyable. We are confident that studying in our Sixth Form provides two of the most enjoyable years of our pupils' school life, as well as the best possible preparation for university and beyond.

The Sixth Form is a close-knit community where girls can relax and enjoy the exclusive use of their common room, private study room and a diner. Each girl is assigned a Tutor who provides pastoral support and academic mentoring.

To complement their academic studies, our enrichment programme covers areas such as Democracy in Action, Astronomy and Life Skills. A programme of lectures is delivered by specialists in a range of fields.

There is extensive provision for extra-curricular activities and many of our Sixth Form participate in the Duke of Edinburgh's Award Scheme. Many

trips are on offer, both social and curriculum-based, with everything on offer from Christmas Shopping trips in a European city such as Paris, to a project-based expedition to a developing country such as Malawi or Vietnam.

Sixth Formers are encouraged to be involved in the life of the school and most undertake leadership roles or work with younger girls in the school, though After School Care or by supporting some of our many extra-curricular activities.

The learning environment is designed to enable girls to achieve their academic potential. Teaching groups are small and facilities are excellent. Our highly qualified teachers, who are all specialists in their subjects, are always available to offer individual advice and support.

Our Sixth Form team work closely with girls to provide advice and support at every stage of the university application process. Practice interviews are arranged with relevant professionals and extra lessons are provided for those who need to sit additional admissions tests such as UKCAT, BMAT, STEP and LNAT.

At the end of their studies, the majority of our pupils head to their first choice university, with many taking up places at prestigious Russell Group universities, or at Oxbridge.





# HOW TO APPLY?

- Please complete the application form, available from the School's website, <https://www.dhsfg.org.uk/parents/vacancies/> and submit with a covering letter outlining your reasons for applying and why you will be a good fit for our school community.
- Your application should be addressed for the attention of the Headmistress and sent by email to : [enquiries@dhsfg.org.uk](mailto:enquiries@dhsfg.org.uk).
- Closing date for applications: 9am on Wednesday 17 April 2024
- Interviews will be held between: Friday 19 - Friday 26 April 2024
- Opportunities to visit the school are available on Monday 15 and Tuesday 16 April. To book a visit please contact: [enquiries@dhsfg.org.uk](mailto:enquiries@dhsfg.org.uk).

## Safeguarding and Safer recruitment

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure .

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per The Government's 'Keeping Children Safe in Education ' document (September 2023) .

## Equal Opportunities

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.