



Kings Langley Secondary School

Application Pack: Teacher of English/Pastoral Leader

www.kls.herts.sch.uk

Dear Candidate,

A warm welcome and thank you for taking the time to express your interest in the role of teacher of English/Pastoral Leader at Kings Langley School.

We are proud to be an inclusive, mixed comprehensive school of some 1100 students, successfully operating as a stand-alone academy whilst valuing collaborative relationships both locally and wider afield. We are seeking to appoint a highly motivated, enthusiastic and innovative teacher of English to join a successful, determined and supportive learning area within the school. We wish to appoint a colleague who shares our values and vision and who will demonstrate inspirational teaching and learning founded on a platform of highly developed professional skills as we strive to be outstanding in all that we do.

The school is determinedly committed to the development of “strong character” in order to provide students with the skills and moral fortitude to “make the right choices”. The extract below is written by Dr Tom Harrison from the University of Birmingham and forms part of his evaluation which awarded the school (the first in the UK) the award of National Character Kitemark Plus in June 2018. We are justifiably proud of our unique ethos and culture which attracts both national and international recognition.

“It was clear it is the core mission of the school to do its part to develop values in its pupils that will help them flourish – and teachers and pupils were both able to link the development of character to moral development and wider societal flourishing.”

–Dr Tom Harrison

The professional and personal development of all staff is a key focus for the senior leadership team as we strive to build a school which aspires to the highest possible standards but not at the expense of personal well-being or happiness. We want a culture where colleagues are confident to take risks and learn from their mistakes, safe in the knowledge that they will be supported through a careful programme of induction and personalised professional development.

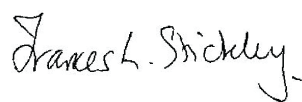
The governors are determined to ensure that our focus on the development of the whole child and strong character is matched with the highest possible academic standards as we look forward with excitement to further success and growth.

We look forward to hearing from you.

Kind regards



David Fisher
Headteacher



Frances Stickley
Chair of Governors



School of
CHARACTER



Artsmark
Platinum Award
Awarded by Arts
Council England

The Kings Langley School: Job Description

Title of Post	Teacher of English /Pastoral Leader
Grade (including allowance)	TLR 2B
Reporting to:	SLT Line Manager
Date	September 2025

Kings Langley School is a national lead school in the development of Character Education. The formation of strong character is at the heart of our curriculum and is a central foundation of our defined school culture and ethos. Consequently, all colleagues are expected to contribute positively to character formation, understanding that behaviours are both taught and modelled.

Maintain an up to date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's child protection policy is adhered to and concerns are raised in accordance with this policy.

The duties outlined in this job description reflect and develop those covered by the latest School Teachers' Pay and Conditions Document, which is available from the Headteacher or alternatively can be found online on the "DfE" - Department for Education website. This job description may be modified by the Headteacher, in consultation with the post holder, to reflect or anticipate changes.

Expected "standards" to be reached and maintained are clearly defined within the appraisal documentation and should be referred to regularly for further clarification and specific detail.

Teachers are paid on different scales and it is reasonable to expect that their contribution to the school's work and objectives reflect on their position on individual pay ranges. For example, descriptors indicate much higher expectations of a teacher on UPS3 (upper pay spine 3) compared with a newly qualified entrant on MPS1 (main pay spine 1).

Generic Responsibilities

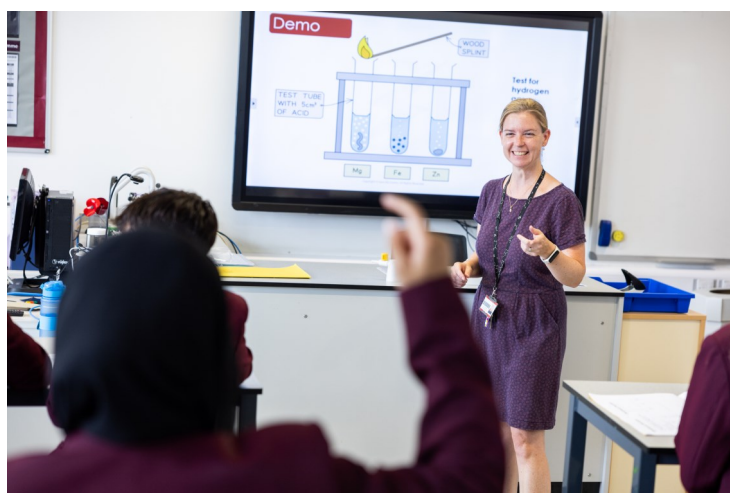
Teaching and Learning

- Carry out teaching duties in accordance with the school's programmes of study and the defined National Curriculum. To plan and deliver lessons and other learning activities of a high quality in accordance with the school's Teaching and Learning Policy and repertoires, adhering to all associated policies and procedures, commensurate with the high expectations associated with the relevant pay scale.
- Contribute to the design and provision of an engaging curriculum within the relevant subject area. Liaising with other colleagues to deliver units of work in a collaborative way and contribute to the production and preparation of schemes of work (this contribution reflecting the post holder's level of responsibility).
- Work closely with teaching and other support assistants in delivering "personalised learning" whenever reasonably possible.
- Familiarise yourself with students and their needs, adapting teaching and learning and behaviour strategies appropriately for each student.
- Set targets for student attainment levels (using prior data provided).

- If required, to undertake the role of a Form Tutor as outlined in the School's tutoring programme.
- Set work for students absent from lessons in line with the school's behaviour and teaching policies.
- Work within the code of practice relating to special educational needs.
- Guiding students to reflect on the progress they have made and their emerging needs, demonstrating knowledge and understanding of how students learn and how this affects teaching.
- Encouraging students to take a responsible and conscientious attitude to their own work and study.
- Within the appraisal framework, maintain the highest teaching standards commensurate with this pay grade.
- To have regard for the health and safety of students at all times and adhere to the school's Health and Safety policy.

Assessment and Recording

- Maintain a "teacher planner" electronic database or subject wide assessment recording, as prescribed in the school's policy, including the recording of attainment and effort marks, homework set, student attendance and lesson plans.
- Mark and return work (using the school's marking and assessment policy) to ensure students make excellent progress and improve their skills and knowledge. Marking should include feedback for improvement and progress for each student.
- Provide assessment reports when periodically required within the school's assessment cycle and additional "round robin" reports when specifically requested.
- To provide appropriate and timely intervention in lessons to enable all students to make good progress.
- To ensure that suitably differentiated material and learning pathways are provided to challenge all students, regardless of their ability.
- Liaise with parents on students' progress as outlined in the school's Communication Policy and Procedures.
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- Work within the code of practice relating to special educational needs.



Professional Standards

- Support the aims and ethos of the school as defined in the staff handbook and school prospectus and in particular, model and lead the School's defined character programme. Understand that individual performance and behaviour can have a positive or negative effect on the well-being or professional impact of all colleagues.
- Set a good example in terms of professional dress and appearance, punctuality and attendance. And adhere fully to the school's published code of conduct.
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non confrontational manner.
- Maintain a purposeful and calm atmosphere in the classroom and other learning areas and *consistently* apply the school's prescribed sanctions and rewards procedures.
- To carry out suitable evaluation and analysis of examination results and performance at the beginning of the academic year (see PAM documentation) and provide a suitable summative report indicating achievements and corrective actions which might subsequently follow.
- As a consequence of the PAM cycle, take responsibility for personal development and progression making full use of the school's professional development opportunities and training.
- Ensure consistent application of all school policies and in particular, those relating to teaching and learning (for example, "meet and greet" at the beginning of each lesson and "quick start" activities – refer to the separate Teaching Repertoire Documentation for further detail and examples).
- Attend team and staff meetings as appropriate, contributing actively whenever possible.
- To attend all supervision duties punctually and to ensure that such duties are carried out in an active manner but also remaining personable and positive
- Ensure an environment of open-mindedness, fairness and harmony and to visibly acknowledge and recognise the contributions of others.
- Although the school does not "direct teachers up to 1265 hours", it is expected that each teacher will contribute reasonably to a range of additional tasks outside of the classroom. These tasks might include additional meetings with parents, organisation and delivery of intervention strategies such as targeted revision sessions and support of other school initiatives or projects, for example, the school council or activities associated with sports programmes or the school's extra curricula activities.
- To carry out such other duties as required, and as are commensurate with the appropriate pay scale.
- The school always seeks to ensure reasonable parity across subject areas. For example, it is expected that Physical Education teachers will take a reasonable range of team practice sessions each week and that these activities would form part of their normal duties. However, if they were asked to run team fixtures on a Saturday morning, such tasks would be considered as additional to their normal workload and as such, would attract additional payments (see the school's published guidelines on extra curricula activities and payments).
- Science teachers would be expected to set up and carry out duties in order to prepare for a practical examination. Technology and Art teachers would be expected to provide reasonable supervision for students completing extended practical projects in their subjects.
- Drama teachers might be expected to organise and assist performances outside of the classroom. Music teachers would be expected to provide additional practice time in order to support students preparing for examinations, arrange for, or directly provide suitable musical accompaniment.
- Other subjects will have individual requirements specific to their areas and it is reasonable to expect subject and other middle leaders to make these "reasonable" expectations clear during line meetings, department discussions and performance management reviews and objective setting sessions. Any queries centred around reasonable additional activity outside of the classroom should be discussed in the first instance with the Senior Leadership Team line manager and then the Headteacher.

Duties Specific to the Post holder

Strategic Leadership (please refer to the relevant section in the appraisal documentation covering expected *standards* in school leadership)

- Maintain clear vision, purpose and high expectations focused on student achievement.
- Inspire, motivate and influence staff to reach the highest standards in all respects.
- Ensure high standards of behaviour and student presentation within the year group (referring to the school's behaviour and dress codes).
- Monitor behaviour of the students by assessing appropriate data (red cards, attendance, incident logs etc.) and developing and leading appropriate intervention strategies.
- To analyse attainment data within the key stage and work with Learning Area Leaders to ensure that students are working towards expected levels.
- Work with Learning Area Leaders to rectify underachievement of individual students and groups of students within the key stage.
- To lead tutors within the year group through half termly meetings and regular liaison to ensure that the vision is effectively implemented.
- To provide a good role model for all staff and students within the year group.
- Work with appropriate support staff and the Principal Assistant Headteacher (behaviour) to ensure consistent applications of sanctions for disruptive behaviour.
- Ensure consistent application of rewards for good work and outstanding behaviour, contributing to any review when appropriate.
- Promote the school's ethos through assemblies.
- Develop a sense of identity within the year group.
- Induct and monitor the progress of new students
- Attend meetings of the pastoral leadership group.
- Show a clear commitment to the professional development of the tutor team.
- Undertake rigorous self-evaluation and use the findings effectively.
- Take shared responsibility for the student leadership council.

Strategic Management (please refer to the relevant section in the appraisal documentation covering expected standards in school leadership and management)

- To ensure high standards of attendance and punctuality within the key stage.
- Liaise with other outside agencies including the County behaviour management team, school nurse and DESC to support students with behaviour and emotional difficulties.
- To monitor tutors to ensure that all students in the year group receive their interim and annual reports according to the school assessment calendar.
- Support the school detention and compulsory prep system and take their turn on the rota.
- Liaise with the SENCO and other special needs support personnel to ensure that adequate and appropriate support is provided for identified students and to contribute to any reports or reviews as needed.

To prepare and monitor a suitable programme for tutors/students during registration periods.

At Kings Langley School, we prioritise the wellbeing of our dedicated employees. Here are some of the benefits we offer to our employees to ensure an effective work life balance.

- Staff Appreciation Day
- Staff thank you nominations from colleagues
- A free employee assistance programme
- A mental health first-aid programme
- Support for workers with disabilities
- Special leave arrangements
- A dedicated printing service with a member of staff assisting with your printing needs to save you time
- Opportunities for flexible working
- Staff breakfast every half term
- Various different staff clubs from sporting activities to cooking or the staff book club
- Staff football team
- Trips to the theatre, bowling and drinks etc.
- Memorable Christmas Party and end of term celebrations
- Active staff forum for open communication
- Dedicated staff area offering a recently refurbished staffroom and workspace area
- Cycle Scheme which is a salary sacrifice cycle to work scheme
- New staff induction programme to assist you across your first year with learning our procedures
- Online skills training package providing unlimited access to the National College
- Ample free onsite parking
- Clear calendar and timetables
- Focused personal CPD with dedicated time built into the timetable
- Emergency supplies box in the Staffroom
- Friendly and welcoming Staffroom
- Wellbeing day before Christmas
- Wellbeing Governor—Dr Emma Kell
- Book sharing
- Staff Wellbeing Charter

We are committed to nurturing a supportive and thriving community, our staffs' wellbeing matters.

It is our intention to continue all of these benefits for the foreseeable future, unless prevented by financial constraints.

What is it like to work at Kings Langley School?

Kings Langley School provides a well resourced, exciting environment for staff. We have well established, detailed schemes of work and a wide range of teaching resources for all courses. All teaching staff are issued with a Laptop and we use Microsoft throughout the school. Our systems provide flexible working and a truly collaborative culture. Our staff testimonials below give a flavour of what it is like to work at a truly inclusive school:

Sabra –

I first stepped into Kings Langley School 16 years ago as a PGCE trainee teacher with no teaching experience or background of working with children. All I had was a love of my subject, colleagues who saw and nurtured my potential and a wonderful team around me- in the last 16 years none of that has changed. My success in this progressive journey has been down to the ample opportunities provided by the school, for me to develop as a teacher, mentor and leader. There have always been highly experienced individuals around me who have allowed me to both discover and further unlock my potential.

Working at Kings Langley School has allowed me to be who I am, to progress up the career ladder regularly, to develop my practice and enhance my subject knowledge. There are times I have felt that I should move on, seeing friends and colleagues move two to three different schools when I haven't even moved once has made me question my path but then again Kings Langley School has become like a second family to me. The pupils are kind and thoughtful and even thank you for taking the register! Where else could I get that? The students are fabulous, hard-working young people, who thrive in the safe environment that the school and staff provide.

Andy -

I have worked at Kings Langley School for the last four years as an English teacher. I also have the responsibility of leading the Year 7 Pastoral Team and a Head of Year.

I have worked in many local schools, but Kings Langley has always felt special, and I know that it will always have a part of my heart: the students here are lovely, and the school has a real family feel to it, with many siblings joining each year. As school we have a range of significant events during the academic year - whether it be a charity walk, or a quiz night, or an external trip to the theatre - which also adds to this 'family' feel, and the staff here are a close knit bunch, with everyone supporting each other - it is not surprising that many people become life long friends.

In terms of teaching, there is significant professional development support and opportunities, designed to help you in a particular area that you want to develop. For example, I have always valued my academic subject knowledge and so the school has paid for me to undertake a part-time 16-week university module course on Shakespeare, which I enjoyed immensely and was able to utilise as a tool to further challenge and stretch my own GCSE classes.

Like everything in life, you get out what you put in - if you are hard-working, dedicated to helping your students flourish and achieve their potential, and willing to work collaboratively as a team player, then Kings Langley School is definitely the place to be.

Further staff perspectives can be found <https://www.kls.herts.sch.uk/about-us/staff-perspective/>

What is it like to be a student at Kings Langley School?

At Kings Langley School, we believe that all students have tremendous potential to make a positive difference, not only to benefit themselves, but also their school and wider communities. The opinions of students are essential to the school's development, and regular focus groups of students take place to gather their views on a range of issues including teaching and learning, transition, behaviour, home-learning and safeguarding, as well as school improvement planning. Our student testimonials below give a flavour of what it is like to learn and develop at our school:

Ellen - I have attended Kings Langley for just over 4 years now and I can confirm that I have thoroughly enjoyed my school years so far. All students have an opportunity to become the best version of themselves at Kings Langley and for an abundance of reasons; in lesson time and extra-curricular time too. In class, teachers are evidently passionate about their subject which is utterly refreshing, encouraging students to want to gain knowledge and do the best that they can. I enjoy lessons as I always feel confident to ask for help and have built strong teacher-student relationships over the years. Outside of the classroom, I have always felt encouraged to get involved. There is an array of opportunity at school and I have enjoyed partaking in hobbies I love and trying new things as well. There are so many sports teams you can become a part of and even if you don't feel completely confident, teachers and students have always been so welcoming and aid you into enhancing your skills which lead you to represent the school. Personally, I love the arts and there have been a variety of opportunities in my time at school. Last year, I played a role in the school's production of Wizard of Oz and absolutely adored it! I worked closely with students of all different years, definitely making friends for life whilst being led by experienced teachers that always encourage students. It is those moments that will remain most memorable for me and have built my character hugely. The school's aim of character development; building self-regulation, empathy and perseverance have always been at the forefront and without doubt, will allow every single student to unlock potential for life.

Bailey - I have been a pupil at Kings Langley School since Year 7 and I am happy to say I have enjoyed every moment of my time here, so much so that I decided to stay an extra 2 years for Sixth Form! The array of opportunities that Kings Langley has to offer has enabled me to educate myself not only academically but outside of the classroom too. A few examples include me being lucky enough to travel across Europe on music tours to perform in cities like Barcelona and Salzburg, to represent KLS in competitive sports across the country and even visit Parliament and compete in a debate competition as part of the KLS debating society. The extra-curricular clubs have something for everyone. Each year at Kings Langley has brought new opportunities and new challenges that has enabled me gain the confidence to try new things, before last year I could barely stand in front of a crowd let alone say anything but thanks to the Music Department, I was given the opportunity to perform in the end of year concerts in front of a hall of people which is something I thought I would never be able to do. Without all these opportunities I definitely would not be the same person I am now.

I am also lucky enough to have had amazing subject and form teachers who, whether I enjoyed the subject or not, always pushed me to do my best and who believed in me. Without their support I would have never discovered my love for history (which I then took for both GCSE and A Level), my enjoyment of class discussions and debates, my ambition to achieve my goals both in school and outside of it too and most of all believe in myself to achieve what I want out of life. The support the school has given both pastorally and academically has always been above and beyond. Throughout my time at Kings Langley, the school's core

The Communications Learning Area

The Communications Learning Area requires a highly skilled, resourceful and enthusiastic teacher who wishes to join a successful team. The Learning Area consists of 9 English and 4 MFL staff and is housed in a suite of rooms on the first floor of the new school building. All teaching rooms are equipped with Clevertouch interactive screens and both subject areas have a wide range of paper and online resources which are used to engage students and help them progress.

The Learning Area has enjoyed a great deal of success over the past few years, with grades at GCSE and A level consistently in line with or better than the school and national averages.

Students are currently taught in mixed ability groups across most ages in English, where we have a range of schemes of work in line with the national framework and are always seeking to integrate more challenging and varied resources. Assessment is through a reading and writing piece every term, which is kept in a portfolio of achievement from year to year across KS3, as well as ongoing class and homework.

At GCSE we follow the Eduqas specification, which enables a varied choice of poetry, prose and drama texts to be studied and students start building their work and skills towards this from the end of Y9. English Literature is a popular subject in KS5, where the AQA syllabus A is followed.



As a Learning Area, we seek to inspire students with a love for learning and equip them with the skills needed to communicate effectively in the modern world. We are incredibly proud of being a diverse department but holding the passion for Literature and learning as central to our work.

In order to achieve this even more effectively, some of the areas we are focusing on improving in the next year are:

- The continued improvement of GCSE grades by equipping students to be more independent learners.
- The continuing development of staff at all levels
- The promotion and development of higher level reading skills in higher ability students through the use of reading groups
- Greater student engagement with and responsibility for reading independently
- The continued increase in numbers of students taking up English Literature at A level

Working at Kings Langley School

Well Being and Reasons to Work Here

Curriculum

- Teaching load for main scale teachers of 83% compared to the National suggested rate of 85%
- A culture of typicality is reinforced by non-lesson grading
- More straight forward planning as we teach to the top, with scaffolding required for some students
- All lessons begin with a quick start, with students knowing the protocols. This allows us all to start lessons in a prompt and orderly manner
- Subject area teams are given blocks of time in the summer to re-evaluate and amend their curriculum.



Registration

- A clear planned and resourced registration programme which supports character, numeracy and literacy across the curriculum. This means no planning for tutors and impact is seen in all subjects
- Equipment checks built into registration which enables all staff to run lesson properly as students are fully equipped for learning.

Behaviour

- A very clear behaviour system which is consistently applied enabling teachers to focus on students who want to learn.

Assessment

- A marking policy which includes live marking and green pen self-assessment with no carrying sets of books home unless the teacher chooses to.
- Assessments are encouraged to track progress but are most often marked by the students
- Two co-ordinated examination weeks per year group where students are given information and strategies on how to revise, so are encouraged to revise across all subjects independently
- The number of data entries has been reduced to 2 per year group and there is no longer a requirement to write subject comments on reports.

Working at Kings Langley School

Staff Development

Currently there are 69(66.8 FTE) teaching staff and 51 (35.0 FTE) support staff working at the school. Particular attention is paid to staff development and staff participation. There is a comprehensive in-house training programme for all staff and we also support colleagues in attending numerous external events including Herts for Learning's comprehensive programme of training courses. These include induction conferences for NQTs, to help deal with the challenges of the first years; training for leaders on how to prepare for the new curriculum; and everything in between, including subject-specific training.

Each year all staff have an opportunity to review their work and set objectives at an appraisal meeting. There is a robust system of pay progression in place for teaching and support staff.

Support for newly qualified teachers includes a reduced timetable, planned induction programme starting in July and mentor support. The school has a strong partnership with the University of Hertfordshire. We participate in its ITT programme and as a lead school have appointed teachers through School direct (salaried and non-salaried) routes. The school frequently hosts work experience visits for those interested in a career in teaching.



Facilities

Kings Langley School was re-developed under the Priority School Building Programme and we took delivery of a totally brand new school building in September 2016. The school has excellent teaching facilities with each learning area having its own suite of rooms with state of the art technology to support students' learning and enrichment activities.

