



# Birchwood High School

*your dreams, your future, our challenge*

## Teacher of English

Recruitment Pack





*At Birchwood, we are part of something special, welcoming all, supporting all, and encouraging all.*

*Together, we enjoy the exploration of ideas, the excitement of learning, and the celebration of our achievements in a school where we feel safe.*

## CONTENTS

Welcome From Our Principal	3
About Birchwood High School & The Local Area	4
Key Facts And Statistics	5
Job Description	6
Person Specification	7
Important Application Information	8
How To Apply	8

## **WELCOME FROM OUR PRINCIPAL, SAM GRIFFIN**



Dear Applicant,

Thank you for your interest in joining the team at Birchwood High School. We are a school that is proud to be more than just a place of learning — we are a thriving, inclusive community where every member is valued, supported, and empowered to succeed.

At Birchwood, we believe in unlocking personal potential: nurturing ambition, fostering growth, and ensuring that every student thrives in an environment where they feel safe, inspired, and encouraged. Our commitment to this ethos was reflected in our most recent Ofsted inspection (January 2025), where we were judged to be 'Good' in all areas.

We are incredibly fortunate to have a dedicated and talented team of staff who share our vision. Teaching at Birchwood means working alongside passionate professionals who go above and beyond to create enriching experiences for our students. Whether through academic progress, pastoral support, or curriculum enrichment, we strive to strike the right balance—offering challenge, support, and opportunity in equal measure.

If you share our commitment to inclusive education and want to be part of a school where your contribution is valued and where you can truly make a difference, we would love to hear from you.

We look forward to welcoming you to Birchwood.

**your dreams, your future, our challenge.**

Sam Griffin,  
*Principal*

## **ABOUT BIRCHWOOD HIGH SCHOOL & THE LOCAL AREA**

Birchwood High School is a thriving, inclusive secondary school that welcomes students of all abilities. With a student body of over 1,450, including a vibrant Sixth Form, we offer a diverse and ambitious curriculum that supports academic success, personal growth, and future aspirations.

Our ethos—**Welcome all, Support all, Encourage all**—is at the heart of everything we do. We are proud of our strong links with the local community and our reputation for exceptional pastoral care, SEND provision, and enrichment opportunities. Students benefit from modern facilities, including specialist teaching spaces, a dedicated Sixth Form centre, a well-equipped library, and extensive sports amenities, ensuring a dynamic and engaging learning environment.

At Birchwood, we believe in preparing our students not only for academic success but also for life beyond school—empowering them to become confident, capable, and happy young adults ready to take on the world.

Nestled in the heart of the Hertfordshire countryside, Bishop's Stortford is a thriving and historic market town that offers the perfect balance of connectivity, charm, and community. Bordering Essex and with direct train links to London Liverpool Street, Cambridge, and Stansted Airport, the town is ideally positioned for commuters and families alike. The M11, M25, A120, A10, and A414 provide excellent road access to key destinations across the South East.

Beyond its exceptional transport links, Bishop's Stortford boasts a rich heritage, vibrant town centre, and a strong sense of community. The area offers a mix of independent shops, cafes, and restaurants alongside well-known high-street brands. Residents enjoy a variety of leisure facilities, green spaces, and cultural attractions, as well as easy access to beautiful countryside and picturesque villages.

Birchwood High School is located in the north-east of Bishop's Stortford, within a welcoming residential area and surrounded by open green spaces, including mature woodland.

## KEY FACTS AND STATISTICS



RATED 'GOOD' IN ALL AREAS  
JANUARY 2025



BISHOP'S STORTFORD



SINGLE ACADEMY TRUST  
(Est. 2011)



YEAR 7-13



1179 - STUDENTS YR 7-11  
227 - SIXTH FORM STUDENTS



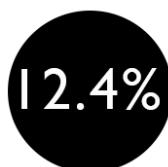
SEND



FSM



EAL



PUPIL PREMIUM

“

The supportive community of teachers and fellow students has empowered me to reach my full potential academically and personally.

BIRCHWOOD ALUMNI

”



## JOB DESCRIPTION

<b>JOB TITLE</b>	Classroom Teacher
<b>SALARY / GRADE RANGE</b>	MPS / UPR Fringe

The Classroom Teacher will be primarily responsible for **establishing and supporting learning within their classroom across the 11-18 age range.**

### **Major responsibilities:**

#### **Quality of Learning**

- Check that their lessons are planned in accordance with the schemes of work for each course.
- Be aware of the prior learning and special needs of their students.
- Set high expectations for the achievement of their students.
- Implement the school's policies for marking, assessment, setting, target setting, recording and reporting.
- Aim that progression and continuity are achieved across the key stage and between the key stages, as set out by the schemes of work they are supplied with.

### **Ethos and Environment**

- Deal in the first instance, with behavioural issues in the classroom, seeking support where necessary in line with the school's behaviour management policy.
- Adopt a consistent ethos in line with Birchwood High School's Code of Practice.
- Monitor that the quality of appearance and order of their teaching area is of a high standard.
- Adhere to health and safety procedures.

### **Staff Development**

- Participate in staff development activities
- Take opportunities to develop their own skills and understanding in relation to their role

### **Whole School (on a voluntary basis)**

- Participate in discussions regarding wider school issues, and involvement in working groups where appropriate.

### **Other Activities**

- Promote the general progress and well-being of individual students and of any class assigned.
- Communicate and consult with parents of students.
- Participate in meetings arranged for any of the purposes described above.
- Undertake any other duties as negotiated with the Principal



## PERSON SPECIFICATION

<b>Education &amp; Training</b>	<ul style="list-style-type: none"><li>Qualified Teacher Status (with DCSF Number), including Numeracy/Literacy/ICT tests for NQTs after 2002.</li><li>First/Second Class Degree.</li><li>Willingness to continue to develop own expertise (evidenced through continuing professional development)</li><li>Appropriate qualifications, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people.</li></ul>
<b>Teaching Experience</b>	<ul style="list-style-type: none"><li>Evidence of consistently good or outstanding teaching and learning.</li><li>Evidence of good or outstanding classroom management skills.</li><li>The ability to use ICT effectively to engage students.</li><li>The ability to create effective lesson plans.</li><li>An understanding of how to use assessment to inform planning for good teaching and learning.</li><li>The ability to differentiate materials to meet the needs of learners.</li><li>Experience, or the desire to be involved in a curriculum initiative.</li><li>Experience, or the desire, to raise standards of achievement.</li></ul>
<b>Skills, Knowledge &amp; Aptitudes</b>	<ul style="list-style-type: none"><li>Excellent subject knowledge.</li><li>Good ICT skills and their application to teaching with subject specialism.</li><li>Good classroom practitioner able to motivate students.</li><li>Able to build good relationships with students and colleagues.</li><li>Ability to work with initiative, as an individual and as a team member.</li><li>Ability to communicate effectively with different audiences, orally and in writing.</li><li>Well organised and able to maintain accurate records.</li><li>Awareness of current educational developments.</li><li>Ability to reflect on practice.</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>Hardworking and committed to inclusive education.</li><li>A belief in the value of individuals and that every child genuinely matters.</li><li>A commitment to excellence and working in partnership.</li><li>A willingness to learn and develop new skills.</li><li>Commitment to continuing professional development.</li><li>To work proactively within the ethos of the school.</li><li>Capacity for working under pressure.</li><li>Resilience and a sense of humour.</li><li>Reliable with excellent attendance and punctuality.</li></ul>



## IMPORTANT INFORMATION

<b>JOB TITLE</b>	Teacher of English
<b>SALARY</b>	MPS / UPR Fringe
<b>TERM</b>	Permanent, Full Time or Part Time
<b>START DATE</b>	April 2026
<b>CLOSING DATE</b>	6 <sup>th</sup> March 2026
<b>INTERVIEW DATE</b>	11 <sup>th</sup> March 2026

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact our HR Manager via [admin@birchwoodhigh.org.uk](mailto:admin@birchwoodhigh.org.uk), or phone 01279 655936.

Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2025).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

## HOW TO APPLY

### Application Form

Applicants must use the staff application form provided on MyNewTerm (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

### Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

### References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Referees should be your last two employers, and you should provide their official organisation email address for us to contact.

**Please contact our HR Manager via [admin@birchwoodhigh.org.uk](mailto:admin@birchwoodhigh.org.uk) if you have any questions.**



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