

Penwortham Girls' High School



Recruitment Pack

Second in English

Required: 1st September 2025



Application Deadline:

4pm on Friday 28th March 2025


Ofsted
Outstanding
Provider

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www.penworthamgirls.lancs.sch.uk



Welcome from the Headteacher

Dear Applicant

Thank you for expressing an interest in joining our exceptional team here at Penwortham Girls' High School. As Headteacher, I am immensely proud of our school's success and the ethos that underpins our achievements. Our commitment to providing a quality first teaching, rooted in our core values of ambition, compassion, social responsibility, curiosity, dignity, and resilience, ensures that our students thrive both academically and personally.

Penwortham Girls' High School has consistently achieved outstanding academic results, ranking among the top-performing schools in Lancashire. Our most recent GCSE results reflect our dedication to excellence, with 72% of students achieving Grade 5 or above in English and Maths and an exceptional Progress 8 score of 0.6 in 2024. These achievements are a testament to the hard work and commitment of both our students and staff.

Our reputation for excellence ensures that the school is consistently oversubscribed each year, with 800 students currently on roll. In addition, we are delighted to share that we are embarking on an exciting new chapter, with the construction of a state-of-the-art school building, scheduled to open in Autumn 2026. This development represents a fantastic opportunity to bring our strong traditional values into a modern and inspiring learning environment.

The strength of our school has been affirmed by our most recent OFSTED report (May 2024), where we were once again judged as outstanding. Inspectors described Penwortham Girls' as a place where, "Pupils are very proud to be part of this welcoming and happy school community. They develop strong and trusting relationships with staff and their peers." As a single-sex school, we are uniquely placed to focus on empowering girls to succeed in every aspect of their education and personal development.

We are currently inviting applications for the position of **Second in English from 1st September 2025**, an exciting opportunity for an individual who is passionate about making a positive difference in the lives of young people.

As a member of our team, you will join a vibrant, high-achieving, and supportive environment where staff are highly valued and encouraged to grow professionally. Collaboration, innovation, and a relentless focus on student success are at the heart of everything we do.

We are looking for an individual who shares our vision of providing high-quality teaching first, ensuring that all students achieve their potential. We are particularly proud of our inclusive and multicultural school community, where diversity is celebrated, and every student is supported to excel.

In return, we offer:

- A supportive and welcoming workplace with a focus on staff well-being.
- Opportunities for professional development and career progression.
- A chance to make a real impact on the lives of our students.
- The opportunity to work within a school with a proven track record of success and an exciting future ahead.

We warmly invite you to visit our school to experience first hand what makes Penwortham Girls' High School such a special place to work. Please don't hesitate to contact us to arrange a tour.

Thank you for considering this exciting opportunity. I look forward to receiving your application and hopefully welcoming you to our team.

Yours sincerely,

Sharon Hall

Headteacher



School Information

Penwortham Girls' High School enjoys a unique status, as the only non-selective, non-fee-paying girls' school in Lancashire. We welcome girls of all abilities, interests and aptitudes, and pride ourselves on our long-standing reputation for academic success. We are a successful school because we have high expectations, promote learning for its own sake and provide every opportunity for personal growth and development.

Importantly, we are specialists in girls' education, providing a nurturing, supportive and challenging environment where girls excel. At our school, traditional values meet with modern, innovative approaches to learning. We are a forward-thinking school that has invested considerably in new technology, ensuring that when they leave us, our pupils are fully equipped for the future. However, equally important are the qualities we instil in the girls. We have developed an environment that supports them as individuals, enabling them to progress to the next stage of their life equipped with a sense of achievement, maturity and self-confidence.

OUR MISSION IS TO PREPARE: Articulate, Questioning, Tolerant, Independent Women for the future

We aim to foster a love of learning and we strive to unlock the potential in every child. We want our students to challenge themselves both inside and outside the classroom, to develop their talents for the future.

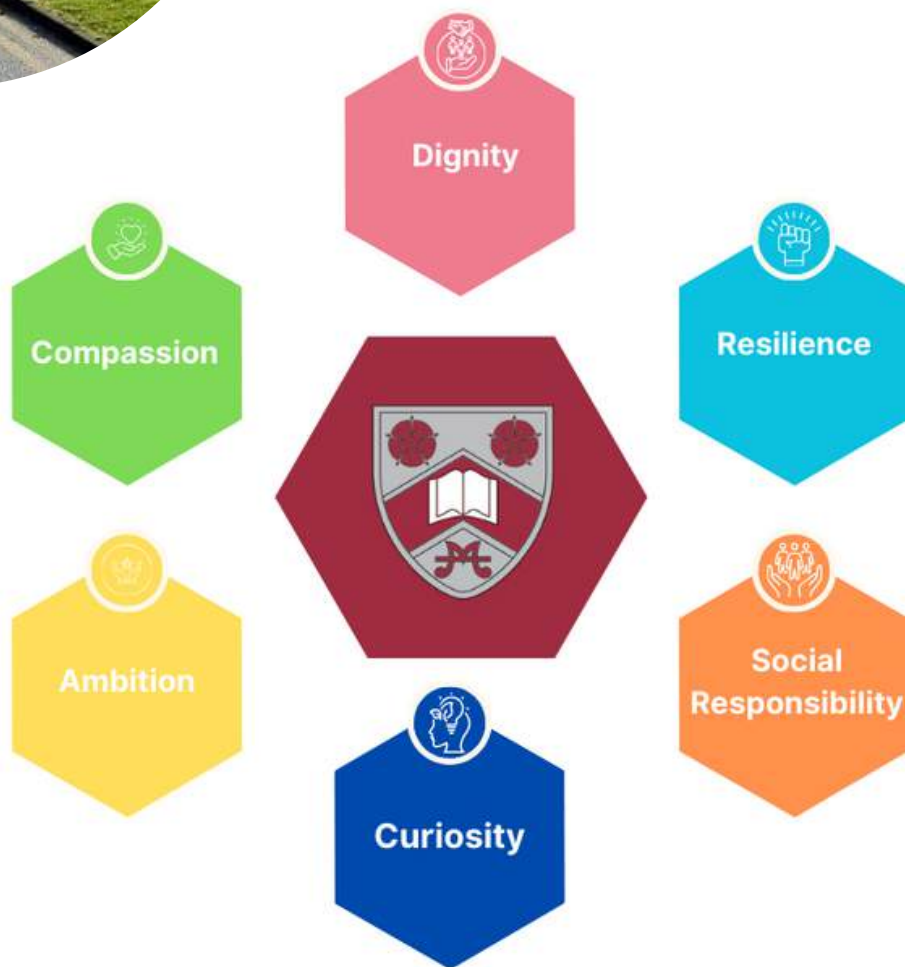
Fulfilling every girl's potential is our common purpose, uniting staff and students in a shared endeavour, informed by an enduring vision. Equally unchanging is our commitment to long-held values still relevant today: all students have the right to an excellent education and they also have certain duties: Our girls are treated with courtesy and respect, and this is expected in return. Most importantly we instil a strong sense of personal responsibility for girls' own learning and that of their peers. We want our students to take pride in their own achievements and those of others. These core values have underpinned our successes for sixty years and we are confident that they will guide us ever higher in the future.



Aims and Values



OUR MISSION IS TO PREPARE:
Articulate, Questioning, Tolerant,
Independent Women for the future.



To prepare Articulate, questioning, tolerant and independent young women for the future



Quality Learning, Quality Teaching, Quality Environment



Local Area

Penwortham is a suburb of Preston located in South Ribble, and one of the best. It offers a nice selection of shops and parks and is in a good location for access to supermarkets and Preston Centre. As a rural town, it used to be a place for families with ties to Preston who wanted a more integrated community lifestyle, but the resurgence of the nightlife and growing number of eateries have broadened the demographic of Penwortham.



Penwortham has excellent public transport options. The local bus service is reliable for commuting into Preston, and you can typically catch a bus every 20 minutes or so during peak times. For those who drive, the A59 provides easy road access that connects to larger motorways, making commutes to nearby cities fairly straightforward. For cyclists, the Guild Wheel route offers a scenic, albeit not always direct, path into Preston.

Penwortham is one of the most up-and-coming places in Lancashire, with aspirations of growing further across the next decade.



Staff Benefits

- ✓ Generous pension contributions (Membership to Teachers Pension Scheme/Local Government Pension scheme).
- ✓ Family friendly leave of absence policy.
- ✓ For teaching staff, generous PPA allocation (16%).
- ✓ For support staff, 26 days annual leave rising to 31 after 5 years.
- ✓ Employee Assistance Programme.
- ✓ Cycle to Work Scheme.
- ✓ Paid eye test and contribution to glasses for DSE users.
- ✓ Staff Wellbeing Committee.
- ✓ Regular staff social events including walks, wild water swimming meals/drinks.
- ✓ Weekly break time 'treats'.
- ✓ Paid lunchtime duties available with lunch included.
- ✓ Annual free flu vaccination.
- ✓ NHS Health Check clinics on site.
- ✓ Refreshments before Parents Evenings.
- ✓ Access to the on site school counsellor.
- ✓ Occupational Health, including access to counselling funded by school.
- ✓ Free on site parking.



Job Advert

The Governors wish to appoint an excellent classroom practitioner to join our outstanding English Department in September 2025, working alongside the Curriculum Leader to support curriculum development and the management of the department to improve progress for all students. The successful applicant will be joining a department that has a proven track record of achieving superb GCSE results and will be expected to actively contribute towards even greater successes in the future. This post is suitable for a well-qualified, experienced, enthusiastic, and passionate English teacher.



Penwortham Girls' High is a popular, oversubscribed school. Central to our ethos are our six core values: compassion, resilience, dignity, ambition, curiosity, and social responsibility. These principles permeate every facet of school life, offering our students a multitude of opportunities to grow into articulate, questioning, tolerant, and independent young women.

Our students, who serve as outstanding ambassadors for our school, exhibit remarkable levels of respect and support for one another, fostering an environment that encourages personal growth and achievement.

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure and online checks in line with KCSIE.

The closing date is 4pm on Friday 28th March 2025 and interview will be held Thursday 3rd April 2025.



English Department

The English Department is an extremely successful and highly motivated team. There are eight experienced, specialist teachers who collaborate on all aspects of departmental development, from course content to teaching methodology. We are a 'Thinking Reading' School with an ambition that all students leave us as fluent readers.

The department has high standards and high expectations of pupils; every member is committed to developing pupils to their full potential, whatever their ability. Each teacher teaches the full range of age and ability groups.

Significant improvements have been made in the use of ICT and each English classroom has an interactive whiteboard. Identified pupils and classes are also supported by a specialist English teaching assistant.

All pupils are entered for the AQA GCSEs in English Language and English Literature. Standards and achievement in English are well above the national average. We also deliver Functional Skills Level 1 and Level 2 at KS4.

If you would like to discuss any aspect of the post please contact Mrs Snowdon, Curriculum Leader via email d.snowdon@penworthamgirls.lancs.sch.uk or Mr Ramsdale, Senior Assistant Headteacher at the school on 01772 743399 or via email j.ramsdale@penworthamgirls.lancs.sch.uk

You are welcome to visit the school prior to submitting the application.



Person Specification

Second in English

MPS/UPS plus TLR 2.1

The person appointed will:

- Be qualified to degree level in English.
- Have a recognised teaching qualification to teach secondary English.
- Have a clear and well-articulated philosophy of education and the role of English in a young person's development.
- Have experience of teaching English at Key Stage 3 and 4.
- Have a track record of securing good GCSE results.
- Have a sound and thorough knowledge of recent developments in English.
- Have good classroom management skills and be committed to enhancing his/her professional development.
- Be committed to high standards and able to excite and motivate pupils.
- Have the necessary personal and interpersonal skills to be an innovative team member.
- Be organised, positive, with the ability to prioritise and work to deadlines.
- Have enthusiasm, drive, initiative and imagination.
- Be determined and ambitious but sensitive to the needs of others.
- Be committed to extra-curricular and enhancement activities in English.
- Be sympathetic to single sex education.
- Have a good attendance and punctuality record.
- Be smart, articulate and presentable.

“Pupils live up to the school’s exceedingly high expectations for their academic success. They are keen to succeed and they strive to do their very best” (Ofsted 2024)



Job Description

Second in English

MPS/UPS plus TLR 2.1

PURPOSE:

- To support the Head of Department and to deputise when and where appropriate.
- To support and work alongside the Curriculum Leader for English in curriculum development.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within the curriculum area.
- To improve the progress of all pupils and pupil groups.

MAIN DUTIES:

Operational/Strategic Planning:

- To support the Head of Department in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment, assessment for learning and teaching strategies in the department.
- To assist in the implementation of school policies.
- To work with the Head of Department to formulate aims and objectives for the department.
- To work with the Head of Department to identify pupil underperformance, targeting pupils for intervention as required.

Curriculum Development:

- To support curriculum development within the whole department.
- To keep up-to-date with national developments in the subject area and pedagogical developments.

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Job Description

Second in English

MPS/UPS plus TLR 2.1

Quality Assurance:

- To participate in the monitoring and evaluation of the curriculum in line with agreed school procedures.
- To review the effectiveness of intervention programmes on a termly basis.

Management Information:

- To assist in the use of analysis and evaluation of performance data.
- To help produce reports within the quality assurance cycle.
- To assist with class groupings and set movements at KS3.

Communications:

- To help ensure that all members of the department are familiar with its aims and objectives.

Marketing and Liaison:

To contribute to the development of effective subject links with partner schools, attendance, where necessary, at liaison events in partner schools and the effective promotion of subjects at Open Days/ Evenings.

Management of Resources:

- To assist the Head of Department in identifying resource needs and to contribute to the efficient/effective use of resources.

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Job Description



Job Title: English Teacher

Line Management: Responsible to the Headteacher, Curriculum Leader for English and Head of Year when part of a pastoral team.

TEACHER JOB DESCRIPTION

Main Aims

- Sustain and improve the quality of education offered to students.
- To promote and support the ethos of the school.
- To promote an environment conducive to learning.
- To ensure continued professional development.

Liaison

- Liaising with the Senior Leadership Team, Curriculum Leader and Second in English, Heads of Year, the SENCO teachers and support staff, and parents/guardians.

Disclosure Level

- Enhanced.

“Pupils live up to the school’s exceedingly high expectations for their academic success. They are keen to succeed and they strive to do their very best.”

(Ofsted 2024)



Job Description

Responsibilities

- Under the reasonable direction of the Headteacher to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area or areas as timetabled.
- To monitor and support the overall progress and development of students as a teacher/Form Tutor.
- To provide and encourage a positive learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Teaching and Learning

- To teach classes in one or more specialist subjects within a departmental team including the setting and marking of work to be carried out by the student in school and elsewhere.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of teaching styles appropriate to student needs to engage, enthuse and challenge.
- To plan, prepare and teach lessons in specific subject area(s) according to students' educational needs.
- To create a stimulating working environment by providing and maintaining displays celebrating student achievement.
- To create an ordered atmosphere in which learning can take place in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To boost self esteem of all students by rewarding and encouraging achievement.
- To promote the general progress of all students and to give guidance and support where necessary.
- To assist the Head of Department in providing a variety of enhancement activities.

“Pupils access a carefully designed and highly ambitious curriculum. The school has thought deeply about the knowledge that pupils need for their future success.”

(Ofsted 2024)



Job Description

Assessment, Reporting, Recording

- To assess work set in accordance with school and departmental policies.
- To record and report on the attendance, progress, development and attainment of students in accordance with school and departmental policies and to keep records as required.
- To provide or contribute to oral, written assessments, reports and references relating to individual students and groups of students.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To maintain appropriate records and provide relevant, accurate and up to date information for the Management Information Systems, registers etc.
- To complete relevant documentation to assist in the tracking of students accurately.
- To track student progress using the information provided to inform teaching and learning.
- To make recommendations for pupil movement between sets and groups as appropriate.

Curriculum Development

- To assist the Head of Department, ensuring that the curriculum area provides high quality teaching which reflects the Curriculum and Behaviour for Learning Policies.
- To contribute to the production and maintenance of teaching materials.
- To contribute to whole school initiatives and/or cross curricular themes and dimensions as a member of a departmental team or as an individual.
- To contribute to the monitoring, review and development of the programmes of study.

Staffing

- To continue personal development in the relevant areas including subject knowledge, teaching methods and classroom management.
- To take part in Staff Development days and courses and disseminate good practice.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- Work as a member of a designated team(s) to contribute positively to effective working relations in the school.
- To assist the Head of Department in the ITE and NQT Induction Programme where appropriate.

“Pupils access a vast array of event and activities beyond the academic curriculum. These serve to promote their understanding of the wider world, harness their talents and develop their sense of empathy and responsibility” (Ofsted 2024)



Job Description

Communication and Liaison

- To attend meetings related to the work of the department.
- To communicate effectively with parents of students as appropriate.
- Where required to communicate and cooperate with persons or agencies outside school.
- To follow agreed policies for communication in school and adhere to policies re confidentiality.
- To take part in liaison activities such as parent consultations, review days and curriculum information evenings.
- To contribute to the development of effective subject(s) links with external agencies.

Resources

- To contribute to the process of ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of these resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.

School Ethos

- To be a member of a school duty team.
- To supervise school detention when required.
- To ensure the health and safety of students and all members of the school.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's aims.
- To maintain the good name of the school.
- To be punctual and professional in manner and appearance.
- To work actively to ensure a good working relationship between colleagues.
- Any other duties that the Head may reasonably require from time to time.

“Diversity is celebrated well. Pupils relish the opportunities to learn about the cultural traditions and different faiths. As such, pupils have a mature understanding of fundamental British values. They are prepared very well for life in modern Britain.” (Ofsted 2024)



Job Description

Student Well-being and Personal Development

- To contribute to the Social, Moral, Spiritual and Cultural development of the students.
- To be a form tutor and where appropriate teach within the Life Skills Programme.
- To ensure the general progress and the social and emotional welfare of students within the teaching or form group and within the school.
- Liaise with the Raising Achievement Coordinator and Assistant Head: Student Welfare to implement the school's Pastoral Policy.
- To register students, accompany them to assemblies and encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up to date student records as may be required.
- To contribute to the preparation of reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations how these may be resolved.
- To communicate as appropriate with the parents of students and with other staff or agencies concerned with the welfare of individual students in line with the procedures in school.
- To apply the school behaviour policy so that effective learning can take place and thus contribute to the maintenance of an ordered atmosphere.
- To attend pastoral team meetings and contribute to the development and maintenance of the Pastoral Policy.
- To attend Parents' Consultation Evenings and Open Evenings.

General

The job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

“At this school, there is an expectation that we are caring and compassionate and so that’s how we live.” (Ofsted 2024)



Applications

All applications should be on the Lancashire County Council application form. Completed forms should be accompanied by a letter of application which should be no more than two sides of A4. Please note that whilst CVs can be submitted as additional information they will not be accepted as an application on their own.

The closing date for applications is by 4pm on Friday 28th March 2025.
Interviews will be held on Thursday 3rd April.



All applications should be returned to:

**Second in English
C/O Business Manager
Penwortham Girls' High School
Cop Lane, Penwortham
Preston, PR1 0SR**

bursar@penworthamgirls.lancs.sch.uk

Due to limited resources, it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date.

Thank you for your interest.

Penwortham Girls' High School

We are an **outstanding** school (Ofsted 2024)



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Cop Lane, Penwortham, Preston. PR1 0SR

01772 743399

To prepare articulate, questioning, tolerant, independent women for the future