



# Blanchelande College

## INFORMATION FOR CANDIDATES

**TEACHER OF ENGLISH  
(part time, 61% approx.; flexible  
and teaching opportunities in  
another subject may be available)**

**For September 2024**

*This pack includes: general information; a job description; a person specification; and an outline of the application process.*

### **The College**

Blanchelande College is a co-educational Catholic independent school for boys and girls from age 2 ½ to 18 in Guernsey, the Channel Islands. Following the opening of a new Sixth Form in September 2020, and a new Nursery in September 2021, and rapid growth since 2016, the College currently educates 470 pupils. Blanchelande's Catholic mission and identity, understood and supported by all staff, are at the heart of school life. Approximately one third of students and staff are Catholic, demonstrating our inclusive and welcoming ethos.

Blanchelande has a one-form structure from Pre-School and Reception to Year 4, with room for two forms in Years 5 and 6, and for three forms in the senior school (Years 7-11). Classes sizes are typically around twenty. Sixth Form cohorts are smaller, enabling students to benefit from seminar-style A-Level teaching, a superb preparation for university.

Pupils are required to pass an entrance assessment to ensure that they can access our mainstream academic curriculum. Many of those admitted benefit from our superb Learning Support department which supports and nurtures students with minor to moderate additional learning needs.

GCSE results reflect excellent value added in most subject areas, and 2019 results were exceptional (with the highest proportion, of any school on the island, of students achieving at least 5 grade 9-4).

- 2017: 100% of students achieved at least five A\*-C grades, with 33% of grades at A\*/A.
- 2018: 83% of students achieved at least five grades 9-4, with 38% of grades at 9-7.
- 2019: 97% of students achieved at least five grades 9-4, with 42% of grades at 9-7.

In 2020 and 2021, examination results were again excellent, in the context of teacher assessed grades due to the COVID pandemic.

The College received its first A-Level results in summer 2022 and all students achieved their target results for post-18 education or apprenticeships.

During two periods of lockdown in 2020 and 2021, Blanchelande won widespread praise by its early adoption of online live lessons via Microsoft Teams, ensuring students did not develop a gap in their learning. In later phases of the pandemic when lessons in school resumed, students in isolation at home were able to access lessons taking place at school via



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livestream. The achievements of staff, and their ability to adapt quickly to the circumstances, were acknowledged through very strong parental survey feedback.

Blanchelande was most recently inspected in October 2018 and the full report is available on the school website. Blanchelande was rated 'excellent' (the highest grade) in both outcome areas (pupil achievement and pupil development) as well as meeting all the regulatory requirements. The College is also subject to inspection by the Roman Catholic Diocese of Portsmouth.

Blanchelande offers an extensive programme of extra-curricular activities before, during and after the school day, to which all academic staff are expected to contribute the equivalent of at least one hour per week throughout the year.

## History

Blanchelande was re-founded in 1992 by parents and members of the local community after the Sisters of Mercy withdrew their Order from Guernsey. The new school began in temporary accommodation and in its first five years grew from 40 pupils to almost 200. It has now more than doubled in size from its inception and in recent years, following the introduction of co-education, is experiencing a sustained period of strong growth.

In April 1999, the College moved to its current address at Les Vauxbelets (former site of the De La Salle boys' school) after an extensive refurbishment programme. Les Vauxbelets is a beautiful

estate in a rural setting with large historical buildings.

Since 2017 a substantial number of upgrades have been made to facilities, including: the relocation of the Infant department to renovated classrooms in the main school buildings, and the conversion of Victor House (formerly the Infant school) into an Arts Centre for music, drama and art; new Science laboratories; a new cricket pitch and resurfaced netball/ tennis courts; a new classroom block; a new Senior school library; new Sixth Form facilities, including a common room and seminar rooms; and the conversion of The Pink Cottage into two Modern Language classrooms. Development in facilities is very much ongoing as the school continues to develop.

## Governance

Blanchelande is administered as a charitable trust and three Trustees oversee the finances of the College. As a grant-maintained college, Blanchelande receives a degree of funding from the States of Guernsey.

The Board of Governors meets twice a term and is responsible for working with the Principal in setting the strategic direction for the school, including approval of school policies, and for monitoring and evaluating the performance of the school. The Board operates sub-committees – such as for educational issues, ICT and property management – which also meet regularly.

The Trustees are responsible for the administration of the whole school site, including the financial administration of



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the College and the relationships with the site owners and with sub-tenants.

## **Management and Leadership**

The Senior Management Team (SMT) consists of the Principal, Vice Principal and the Bursar. This team is supported by the Senior Leadership Team (SLT) which meets weekly to collaborate on all aspects of College life. In addition to the Principal, Vice-Principal and Bursar, the SLT comprises: the Pastoral Manager (who is also the Designated Safeguarding Lead and Head of Careers); Heads of Phase (Head of Infants, Head of Juniors, Head of Lower Seniors, Head of Upper Seniors and Head of Sixth Form); and the Director of Studies.

New staff benefit from a thorough induction year, led by the Senior Teacher and Assistant Senior Teacher. Induction is delivered through weekly sessions (mostly during lunchtimes, but some after school or prior to or during INSET days) led either by the Senior Teachers or other members of the staff body.

The Principal of Blanchelande College is Mr Robert O'Brien, formerly Deputy Head Academic and Head of Boarding at Westminster Cathedral Choir School. From September 2024, the Acting Principal will be Mr Mike Elward, who has been Vice-Principal since 2017.

## **The English department**

The English department in the senior school is led by Miss Jo Flood, who joined the College in 2016. Under her leadership results have been consistently excellent. Since the reopening of our

Sixth Form in September 2020, there has been strong uptake for English A-Level.

The department runs a series of enrichment activities, including entering students into Independent Schools Association competitions. This academic year one Year 7 student came first place in the ISA Monologue competition, and a student in Year 10 came third in the KS4 competition.

The department works extremely closely with the Library, which is run by two qualified librarians. Promotion of reading for pleasure as well as the development of inquiry skills is a priority.



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## THE APPLICATION PROCESS

Applications for this post should consist of:

- A detailed letter of application stating how you believe you meet the criteria for this role.
- A completed application form, including details for two references.
- *Optional*: an up-to-date copy of your C.V.

We will assume that you are happy for us to take up references straight away, unless you state otherwise on your application form.

You may be asked for further information following short listing. You will be asked to provide proof of identity. Original qualification certificates may also be required at this stage (and certainly prior to confirmation of appointment).

After short listing, the selection process will normally include:-

- A tour of the College.
- An observed lesson.
- Interview: An interview, including Safeguarding, with a Governor, Principal/Vice-Principal and Director of Studies.

Interviews are expected to be scheduled in the week beginning Monday, 3<sup>rd</sup> June.

### **The Contract**

The position of Teacher of English may be part or full-time (with a second subject). Remuneration will be in line with the States of Guernsey Teachers pay scale, and will reflect the qualifications and experience of the successful candidate.

All Blanchelande staff are admitted to the Guernsey Civil Service Pension Scheme, a contributory final salary pension scheme.

All staff are required to undergo a current police check, a medical declaration, provide proof of qualifications and identity and have (or be eligible for) a Guernsey housing qualification.

### **Closing Date**

Applications must be received by Friday, 31<sup>st</sup> May 2024 for consideration and should be addressed to Mr Robert O'Brien, Principal. Please note that the College reserves the right to interview candidates and make offers prior to the closing date.



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Further information about Blanchelande College can also be obtained from our website, [www.blanchelande.co.uk](http://www.blanchelande.co.uk). Our prospectus can be downloaded from the homepage.

If you have any further questions or need any clarification, please contact the Principal's P.A., Mrs Sarah Curle.

Tel 01481 237200 Email [curles@blanchelande.sch.gg](mailto:curles@blanchelande.sch.gg)



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## PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• A minimum of English and Maths at GCSE (grades A-C)</li> <li>• Degree in a related subject</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Previous experience of teaching Religious Education</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience teaching English to GCSE or A-Level</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Evidence of up-to-date knowledge and training relating to the subject</li> <li>• Strong proficiency in applying the National Curriculum (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Working understanding of examination board syllabus</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent planning and organisational skills</li> <li>• Effective listening skills</li> <li>• Excellent written and verbal communication skills and the ability to correspond effectively with parents</li> <li>• Motivation and commitment to driving up standards of achievement</li> <li>• Ability to use a range of ICT to gain participation and encourage learning</li> <li>• Insight into children's learning needs</li> </ul>	
Personal qualities & characteristics	<ul style="list-style-type: none"> <li>• Flexible</li> <li>• The ability to work independently in a small department</li> <li>• Able to relate well to children in and out of the classroom</li> <li>• Reliable, punctual and well organised</li> <li>• Approachable, enthusiastic, self-motivated and able to motivate others</li> <li>• Supportive of the Catholic identity and mission of the College</li> <li>• Commitment to own continuing professional development</li> </ul>	
Safeguarding and pastoral	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people</li> <li>• A satisfactory Enhanced Disclosure from the DBS</li> </ul>	



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## BLANCHELANDE COLLEGE – TEACHER

### MAIN PURPOSE OF THE JOB

Teaching at Blanchelande is a hugely stimulating and rewarding experience. All teachers are expected to participate fully both in the life of their academic department and the wider life of the School, and are encouraged to pursue their own professional development.

### RESPONSIBILITIES AND DUTIES:

#### 1. TEACHING

- (a) Planning and preparing appropriate course and lessons in accordance with departmental and school policy;
- (b) Teaching, according to their educational needs, the pupils assigned including the regular setting and prompt marking of pupils' work;
- (c) Promoting the progress and academic development of pupils, differentiating for ability where appropriate;
- (d) Assessing, recording and reporting on the development, progress and attainment of pupils according to the normal practice of the College;
- (e) Preparing pupils for and participating as appropriate in the College's arrangements for pupils taking public examinations.

#### 2. OTHER ACTIVITIES

- (a) Supporting the Catholic ethos and mission of Blanchelande College and participating in its religious life, as appropriate (eg facilitating prayers in form time, attending assemblies, ensuring good behaviour during services, etc.).
- (b) Any duties required as a result of accepting a position of Responsibility and the accompanying Responsibility Allowance;
- (c) Acting as a Form Tutor as required and fostering the general progress and well-being of individual pupils of any class or group of pupils assigned, implementing the programme set by the Phase Leader/ SLT;
- (d) Taking an interest in the personal and social needs of pupils, and communicating as appropriate with the relevant Form Tutor or Phase Leader;
- (e) Playing a full role in the wider life of the School, contributing actively to the extra-curricular programme (ie a weekly club or activity throughout the year);



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- (f) Providing guidance and advice to pupils on educational and social matters and making relevant records and reports;
- (g) Making records of and reports on the personal and social needs of pupils;
- (h) Communicating and consulting with the parents of pupils as necessary and attending all parents' evenings and official functions;
- (i) Providing or contributing to oral and written assessments, reports and references relating to individual pupils or groups of pupils;
- (j) Supporting pupils as appropriate at major school events and in other activities, eg: plays, concerts, matches etc.
- (k) Accompanying students on school trips (including residential), as required (trips being inclusive of salary).
- (k) Monitoring and ordering books, supplies or other materials required for your subject or department.

### **3. REVIEW AND PROFESSIONAL DEVELOPMENT**

- (a) The College may review from time to time your methods of teaching and programmes of work and you will be required to participate in the Performance Management (Appraisal) process for teachers;
- (b) Attendance at INSET days is required as is attendance on assigned courses; the College will support and participate in arrangements for your further training and professional development as a teacher and professional.

### **4. CURRICULUM DEVELOPMENT**

- (a) Advising and co-operating with the Principal and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

### **5. DISCIPLINE AND WELLBEING**

- (a) Maintaining good order and promoting self-discipline among pupils and taking reasonable care for their safety and wellbeing, whilst in your charge whether they are engaged in school activities on or off the property;
- (b) Undertaking supervisory duties, as required;
- (c) Actively implementing the College's policies on rewards and sanctions.





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## 6. STAFF MEETINGS

(a) Attending staff meetings which relate to the College curriculum or to the administration or organisation of the College, including pastoral arrangements. Such meetings shall normally be held at the College and be of reasonable duration, and attendance may be required at meetings held on a day when part-time staff may not be teaching.

## 7. ADMINISTRATION

(a) Where appropriate, taking responsibility of the maintenance of an accurate register of the pupil's attendance at the College;

(b) Taking a reasonable share of the supervision of pupils on the school premises whether before, during or after school sessions;

(c) Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

(d) Participating, as required, in administrative tasks related to the curriculum, pastoral and organisational tasks of the School.

(e) Attending assemblies, as required;

(f) Exercising reasonable care for the classroom and other relevant teaching areas and all the equipment therein, which may include auditing and visually checking classroom equipment;

(g) Contributing, where appropriate, to the professional development of other teachers;

(h) Setting high personal and professional standards at all times.

## FLEXIBILITY

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

*(For completion upon appointment)* I hereby confirm acceptance of the above job description:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_