

# Wycombe High School

~ Girls' Grammar School ~

At Wycombe High

*we look beyond.*



Appointment of an **Unqualified Science Teacher** via our  
**Graduate Assistant Programme**

**REQUIRED** from September 2021

**DURING TERM TIME**, on a fixed term contract (until 31 August 2022)

**Unqualified Teacher Pay Scale UN03**

£22,394 per annum

APPLY AT [WWW.WHS.BUCKS.SCH.UK/VACANCIES](http://WWW.WHS.BUCKS.SCH.UK/VACANCIES)



# The Role



We are seeking to appoint recent graduates to join the highly motivated staff at our outstanding Grammar School.

The successful candidate will receive guidance and support to teach their subject specialism.

The role will also include 1:2:1 and small group interventions, plus some work of an administrative nature.

***‘Subject knowledge of teachers is outstanding; they willingly give their free time to support learning’***

Candidates will be resilient, with strong communication and interpersonal skills and enjoy working in a lively environment. This is an excellent opportunity to gain experience within a friendly, vibrant, forward-thinking School.

***‘Teaching is excellent and learning is interactive; we feel we learn a lot from lessons’***

## Staff Wellbeing

Our staff are very important to us and Wycombe High School ensures employee wellbeing is high on our agenda.

We have two staff mental health first aiders to provide support and guidance when needed and we are proud to work in partnership with Mind, having received the Wellbeing Index Gold Award for 2020-2021.



## KEY DATES:

Deadline for applications— ongoing

Interviews—ongoing



# The Person

**We are looking for the right person to fill this vacancy; you are looking for the right school to work in.**

**The characteristics that we are looking for include:**

- ◇ Good honours degree in a relevant subject area
- ◇ Confident user of IT
- ◇ Good communication skills, including oral, written and telephone skills
- ◇ Good interpersonal skills
- ◇ The ability to relate well to adults and young people
- ◇ Able to prioritise workload and work quickly and accurately under pressure
- ◇ Proactive and able to work on own initiative.
- ◇ Able to work independently but also as part of a team
- ◇ Professionalism and the ability to work within defined standards and procedures
- ◇ Positive, 'can do' attitude to work
- ◇ Experience of managing own substantial workload and meeting challenging deadlines
- ◇ Adaptable and flexible; able to embrace and manage change
- ◇ Committed to the ethos, vision and values of Wycombe High School

**KEY DATES:**

**Deadline for applications— ongoing**

**Interviews—ongoing**



# How To Apply?

The application form can be found on our website:  
<https://www.whs.bucks.sch.uk/about-whs/vacancies>

To apply for this post, please complete the application form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

## **SEND COMPLETED APPLICATION VIA EMAIL TO:**

Mrs S Cromie, Headteacher,  
Wycombe High School,  
Marlow Road,  
High Wycombe,  
Bucks, HP11 1TB  
Email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)

## **KEY DATES:**

**Deadline for applications— ongoing**

## **REFERENCES**

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

## **SAFEGUARDING**

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS).

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

**Interviews—ongoing**



# Pay and Conditions

## PAY SCALE

### Unqualified Teachers Pay Scale

**UN03** £22,394 per annum

Successfully appointed candidates will automatically be enrolled into the Teachers' Pension Scheme, into which the School pays very generous employer contributions of 23.8%

We provide an Award-winning Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support. We are also proud to be Mind Wellbeing Index Gold Award Winners for 2020-2021.

## EQUAL OPPORTUNITIES

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Governors for monitoring this policy.

The school operates an Equality Cohesion Scheme.

## KEY DATES:

**Deadline for applications— ongoing**



## SMOKING AND ALCOHOL

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

## DRESS CODE

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff. Discrete piercings in the lower ear only are allowed; and no visible tattoos, in line with expectations for students.



**Interviews—ongoing**



# WYCOMBE HIGH SCHOOL

**At Wycombe High School, we**

***Look beyond* the traditional grammar school.  
*Look beyond* league tables and examination results.  
*Look beyond* stereotypes and conventions.  
*Look beyond* a world where futures are fixed.**

**At Wycombe High, we *look beyond.***



Marlow Road, High Wycombe  
Buckinghamshire HP11 1TB

T: 01494 523961  
Email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)

Visit our website at:  
[www.whs.bucks.sch.uk](http://www.whs.bucks.sch.uk)

Follow us on Twitter @WycombeHighSch

**KEY DATES:**

**Deadline for applications— ongoing**

**Interviews—ongoing**