

HEAD OF ENGLISH FACULTY

NORTHALLERTON SCHOOL & SIXTH FORM COLLEGE

Application Pack



**Northallerton School
& Sixth Form College**

Being the best we can be

September 2022

Head of English (1.0FTE)

Dear Colleague,

Thank you for your interest in the Head of English post at Northallerton School & Sixth Form College. This is an exciting time to join this school as we continue to develop. We were placed in special measures in 2018 and in 2019 the school joined Areté Learning Trust which includes Stokesley School and Richmond School. This collaboration allows for cooperative working between three English faculties. We are very proud of the progress we have made and in January 2022 our school was judged to be Good in all areas in our most recent Ofsted inspection. We are an ambitious school and are passionate about the education of our students, continuous professional development of all staff and developing our strong partnership with parents and the wider community.

We have also recently moved to a newly refurbished building and site in September 2021 with state of the art learning environments. We are very proud of our new school site and the staff, students and wider community is extremely positive about our improved accommodation.

The students attending NSSFC are fantastic. We are a comprehensive school where students are keen to learn and do well. Our policies and support systems ensure high expectations of behaviour and academic success.

Staff development at all levels is important. A varied CPD programme is provided and tailored to personal needs. You will receive support from your team, your line manager and all colleagues within school.

We are looking for an ambitious and dynamic leader who will help ensure all our children thrive, engage and succeed within the English curriculum. The successful candidate will have a proven track record of success in improving standards and raising student outcomes in all student groups, and in particular with SEND and disadvantaged. The successful candidate will be someone who can lead and develop teachers in the faculty through excellent interpersonal and accountability skills. You will be a highly skilful classroom practitioner and bring passion and enthusiasm for the role. You will have strong people and administrative skills to provide strategic direction to the teaching of English within the school. The ability and expertise to teach A Level is desirable, but not essential.

As the leader of a core curriculum area, the Head of English has a key role to play in the Middle Leaders team and actively contribute to strategic whole school development. For example, you will work closely with the Head of Maths in particular to ensure a co-ordinated strategy for securing the basics at GCSE. There will also be opportunities to collaborate and work cooperatively with the English faculties across the Trust.

Information about the English Faculty

The team

The English faculty at Northallerton School & Sixth Form College is staffed by eight specialist teachers with a range of backgrounds and expertise. There is a head of faculty and a second in the English department as well as several other experienced teachers. We are a very loyal and supportive department, committed to team-work, with shared strategic planning, policy-making and core programmes of study. High priority is given to writing and sharing our own resources. We pride ourselves on good student-teacher relationships and have high expectations of all our students.

Facilities

From September 2021, the school moved to a new site within Northallerton. The site provides state of the art learning facilities including an enhanced digital learning environment, new and fully refurbished teaching spaces, large open plan learning resource centre and a newly built sixth form centre for our rapidly expanding sixth form.

Key Stage 3/ Key Stage 4/ GCSE

Teaching at pre-16 is in mixed-ability classes and all GCSE students follow the AQA Specification for English Language and English Literature from Year 9 sitting their exams at the end of Year 11.

Key Stage 5/ Post-16

Our contribution to the school's Post-16 curriculum is a very significant one. English Literature (Edexcel) and English Language (AQA) are very popular subjects at Post-16. Post-16 students are also provided with the opportunity to re-sit GCSE English alongside their other studies.

Extra-curricular activities

There is a strong tradition in the performing arts at the school. The faculty organises outings to the theatre whenever relevant and available as well as study days for A-level students. We have also recently run literature-based trips to places including Whitby and a residential in Stratford-upon-Avon. There have also been many trips and competitions aimed at KS3 students. There are also opportunities for students to get involved as subject mentors, reader leaders and in other volunteer roles.

If you would like to discuss any aspects of the faculty's work or the post, please contact Mrs Rahn, Headteacher via her PA, Louise Bramley at lbramley@arete.uk or 01609 773340.

If you are interested in submitting an application, please highlight the ways in which your abilities and experience make you a suitable candidate for this post. The closing date for applications is **9am on Friday 30th September 2022**. I look forward to reading your application and to welcoming you to Northallerton School & Sixth Form College.

Yours sincerely



Vicki Rahn
Headteacher
Northallerton School & Sixth Form College

Job Description

Head of English

Reporting to: Headteacher
Salary: MPS/UPS Plus TLR 1.2
Hours: 1.0FTE

The Role

To be accountable for the strategic direction, leadership and management of English, the review, development and implementation of subject policies, plans, targets and practices within the context of the school's aims, policies and plans.

Key responsibilities

- To take responsibility for English across Northallerton School and Sixth Form College
- To lead and manage the subject area
- To be accountable for student progress and attainment levels within the subject area
- To ensure that strategies are in place to maximise levels of attainment in English for all students
- To take responsibility for English development across the School
- To develop and enhance the practice of other members of staff in the subject area
- To contribute to the strategic leadership of the Academy, developing, implementing and evaluating systems, policies and procedures
- To actively promote the Northallerton school and Arete Learning Trust and liaise with outside agencies as necessary
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
- To be active in issues of staff and student welfare and support
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community.

Curriculum and Assessment

- To design an engaging and challenging English curriculum that enables all students to enjoy the subject and achieve at the highest level, supported by detailed schemes of work which ensure consistency and coherence across English teaching
- To teach and model the delivery of outstanding lessons that motivate and inspire students, equipping them with the knowledge and skills needed to achieve at the highest levels
- To review and develop the curriculum, involving subject staff and students
- To keep up to date with national developments in English at each key stage and teaching practice and pedagogy
- To liaise with partner schools and feeder schools, sharing and gleaning best practice and using it to inform the practice of the subject team
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels and to disseminate this knowledge to staff
- To set, oversee and evaluate regular, relevant and diagnostic assessments for students ensuring that they are carried out consistently by all subject staff and standardised /moderated thoroughly
- To ensure that all student data is understood, interpreted and utilised by all subject staff to modify planning and personalise support
- To ensure that a comprehensive and rich programme of enrichment and extension activities and trips and visits are offered to and taken up by students

- To ensure that all subject staff are marking, assessing and providing feedback in line with best practice and Academy policy at all times.

Monitoring and Evaluation

- To monitor the effectiveness of teaching and learning within the subject area, through regular lesson observations, book looks and other data collection methods
- To ensure that all staff have short, medium and long term plans to deliver highly effective lessons and schemes of work
- To regularly and forensically review the attainment and progress of all students, groups and subgroups with subject staff and plan, implement and oversee support and interventions
- To produce reports as required on student attainment and progress · To liaise with all appropriate personnel regarding support for student progress, including SENCO, LT and parents/carers
- To ensure that all Academy policies are implemented consistently by subject staff Strategic Leadership

Strategic Leadership

- To lead colleagues in the subject area in formulating aims, objectives and strategic plans for the team which support and complement those of the Academy

Staff Development

- To support the development and training of subject staff (teaching and operational), ensuring that their CPD needs are met
- To establish a structure for mentoring, coaching and line managing staff in the subject area, including NQTs and BTs as appropriate
- To act as Performance Manager for members of the subject area, carrying out PM reviews in line with the Academy's policy and setting challenging and appropriate targets
- To support other members of the team in discharging their PM duties and to monitor the effectiveness of PM arrangements within the subject team
- To participate in the recruitment process for members of the subject team
- To ensure effective induction of new staff in line with Academy procedures
- To promote teamwork and to motivate staff to ensure effective relations
- To be responsible for the deployment of staff and the day to day management of subject colleagues, acting as a positive role model
- To provide advice to colleagues on threshold progression, career development etc.
- To support and challenge team members, including in circumstances when they are underperforming
- To organise effective team meetings with relevant agendas centred on teaching and learning and raising attainment resources

Resources

- To effectively manage and deploy teaching and operational staff in the subject area
- To effectively manage the subject area's budget in order to progress agreed team and School, and Academy priorities, maximise attainment and ensure value for money
- To effectively manage physical resources, stock and subject accommodation in order to maximise attainment levels and maintain an environment conducive to learning
- To ensure that risk assessments and health and safety checks are carried out in line with Academy policy.

Other

- To undertake any other professional duties as set down in the Arete Learning Trust and School's pay and conditions of service document, and as directed by the Headteacher.
- To uphold all of Northallerton School's and The Academy policies with consistency and diligence.

PERSON SPECIFICATION - HEAD OF ENGLISH

Qualities and Attributes	
Qualifications	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Qualified teacher status • Relevant degree 	<ul style="list-style-type: none"> • Appropriate further qualifications
Experience / Knowledge	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Recent teaching experience in the relevant key stages • Experience of planning and delivering curriculum at relevant key stages • A thorough knowledge and understanding of all relevant aspects of the National Curriculum in relation to the post 	<ul style="list-style-type: none"> • Understanding of the Ofsted framework • Timetabling/rooming a department
Skills	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Transferable ICT skills • Excellent time management • Efficient record keeping • Excellent classroom practitioner 	<ul style="list-style-type: none"> • Ability to work under pressure
Attitude and values / personal qualities	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to relate to and build relationships with students, parents, and other members of the school community • Enthusiasm and commitment to the aims and objectives of the school • Good communication skills 	<ul style="list-style-type: none"> • Willingness to participate fully in school activities

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a Trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to recruitment@aretelearningtrust.org

Closing Date: 9am on Friday 30th September 2022