

# Head of English

(Salary up to £50,631\*)

Required September 2018



**The Bishop of Llandaff**  
Church in Wales High School

# Headteacher's welcome

Thank you for your interest in the **Head of English** post current advertised at the school.

We have one clear aim... to make The Bishop of Llandaff the best school in the country! We want our students to succeed academically, develop the broad range of skills necessary to prepare them for adult life and become outstanding citizens of our ever-changing world. We hope to contribute the happiness of each student by providing them with a first-class platform for the future.

The level of academic achievement at The Bishop of Llandaff is very high. In 2017, the school outstanding examination results at both GCSE and A Level. At GCSE 94% of our Year 11 students gained 5 or more A\*-C grades at GCSE, with 85% including English Language and mathematics; 41% of students achieved at least 5 or more A\*-A grades and nearly 40% of all grades were at A\*-A. At A level, students enjoyed similar success with 100% of students achieving the level 3 threshold and 88% gaining A\*-C; 64% of all grades at A\*-B and 38% at A\*-A.

The students, as you will see for yourself should you visit us, are happy, articulate, hard-working and very positive about the school. They genuinely are an asset to our community and are incredibly friendly. They want to receive a high quality education and to be successful. In addition, we have a highly committed, talented team of teaching and support staff who are both enthusiastic and passionate about providing the students in our care with an exceptional education. Our families are unstinting in their support of the school and our governors provide highly effective support to help strengthen the opportunities and experiences available to all of our students.

We have the highest expectations of/for all who work and learn at the school. Therefore, we are only looking for the finest staff to work with our students. This is what they deserve and, ultimately, it is my role to ensure we find, recruit and develop our staff fully. We do not accept poor performance in any area of our work and we do not aspire for anything short of "excellence". As a consequence of the great relationships between staff and students, incidents of poor behaviour are rare; as a community, we laugh a lot and we really enjoy coming to work/school.

As a school we are genuinely committed to developing the talents of our staff. We are a designated hub school within the regional consortia focusing on developing leadership across schools, as well as curriculum leadership of English. This fully reflects the strong reputation of the school, in terms of its provision, outcomes and quality of staff. I believe this post represents an exciting opportunity for someone to join a forward thinking group of staff and help support the school to go from strength to strength.

If you are excited by the prospect of playing a significant role in helping us achieve our ambitions; have a core belief that all students, no matter what their background or ability, can achieve; and have a passion for and clear understanding of providing an outstanding education, then, we would love to hear from you! In return, we will guarantee you the very best level of support, focusing on providing you with the right environment to be the "best you can possibly be".

If you would like to come and see us in action, please feel free to make an appointment with my PA, Leah Pucknell. We are open to visitors every day.

I wish you the very best of luck with your application and I hope to meet you soon!

Marc Belli  
Headteacher







**The Bishop of Llandaff is  
a very good school**  
Section 50 inspection

## About the school and role

The Bishop of Llandaff is an 11-18 Church in Wales High School with over 1300 students on roll including 280 in the sixth form. The school is located in picturesque Llandaff and provides a faith-based education to families across the city of Cardiff, as well as neighbouring areas, including The Vale of Glamorgan, Bridgend and Pontypridd. Built in the 1960s, the school site reflects its age. However, while there are some areas of the site which require modernisation, the members of our community which make up the school, we feel, make it a great place to learn and achieve. Furthermore, over the last three years we have invested heavily in technology and made best use of the site despite its restrictions. The school has a very strong reputation and as a result is heavily over-subscribed in all year groups.

In 2009, the school opened 'The Marion Centre', a specialist resource base to support children with autism spectrum condition. In 2012, the centre moved to new a building and a team of dedicated and highly talented staff support students with a range of complex needs. Where possible, students from The Marion Centre are integrated within mainstream learning. However, nearly all students within the centre follow a bespoke programme to meet their individual needs.

## The English Department/Role

The English department is highly successful and very popular at school. Across all key stages, performance within the English department places the school in to the top 25% of similar schools based on free school meal benchmarks.

At key stage 3, the performance of students in English at level 6+ and level 7+ is very high. In recent years, this has been consistently above all comparative measures. At GCSE, English outcomes are consistently amongst the best in the country. In 2017, 93% of students achieved A\*-C in English Language, with 42% at A\*-A and 100% A\*-G. At The Bishop of Llandaff, all students sit English Literature too. In the summer, 95% achieved A\*-C, 45% at A\*-A and 100% A\*-G. At AS/A2 level, large numbers of students follow English Literature and English Language/Literature. Performance in these areas is consistently strong against modelled expectations.

The English department is based on the first floor in C block. There are a suite of classrooms, all equipped with interactive technology, including interactive boards, PC and visualizers.

The person appointed would be joining a forward-thinking department, with an existing strong team of teachers. The quality of teaching within English is exceptionally strong. All of our teachers are very capable individual teachers and work very well together. We have a mixture of experienced staff and those newer to the profession. The school is a designated Hub School across the region, responsible for providing strategic and operational support to identified schools within the regional consortia.

This role would be for an aspiring or existing Head of English who wishes to play a key role in a highly successful school. The appointed person would be expected to commit to at least two/three years' service, while in return, the school would help prepare him/her to the next stage in their professional career eg. Assistant Headship.

# Ethos

As a faith community, The Bishop of Llandaff seeks to be a unique place of learning where students (and staff) develop their God-given talents and gifts. The school is fully committed to the principles of openness and acceptance, tolerance and forgiveness. These values and attitudes help shape the formation of all who work and learn at the school and the uniqueness of each individual is celebrated.

Each year group is made up of at least 180 students, with 150 of these places reserved for foundation places. These are predominantly made up of students from a Christian background. However, there are students who attend the school from all world faiths. In addition, the school reserves up to 30 places for those who live within the community but do not necessarily have a faith background.

As an equal opportunities employer, the school appoints members of staff who, whatever their own beliefs, and backgrounds, will actively support its mission and ethos. The school develops its distinctive Christian character through learning, religious education, prayer, worship and action.

## School Mission and Core Purpose

**“Our mission is to be a Christian school which welcomes students of all faiths and those with no faith background. We fully celebrate all forms of diversity as we firmly believe this enriches our school and strengthens the bonds between us. We believe that each member of our community is on a path of self-discovery, growing to know themselves “as they are fully known” in the image and likeness of God. We provide a forgiving and loving environment for all our students, where everyone is respected and treated equally.**

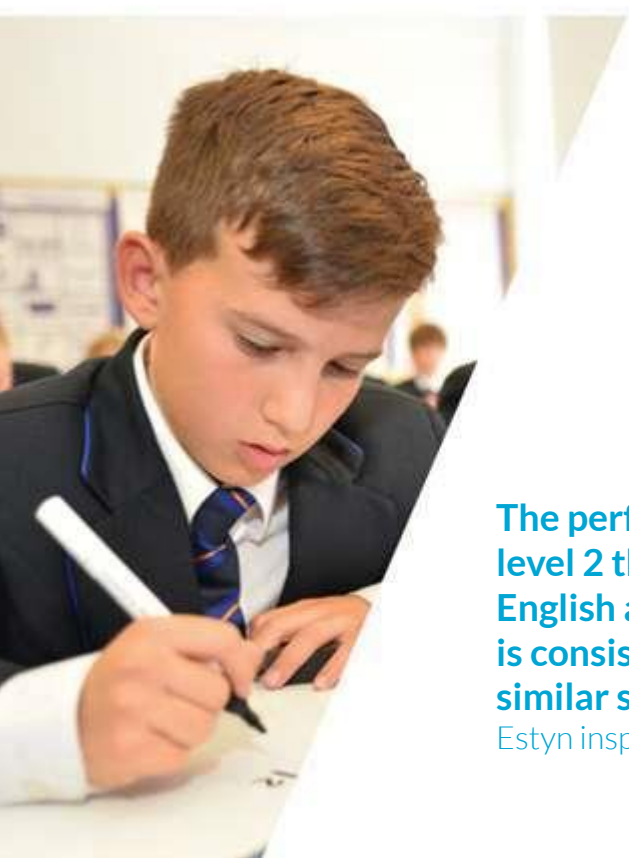
**Our core purpose is to enable all our students to know themselves and to do good in our world by living out our gospel values of LOVE, ACCEPTANCE, RESPONSIBILITY and FORGIVENESS. This environment encourages each student to reach their full potential and nurture God-given talents”.**

**Worship is a dynamic part of every school day, far more than is usual in a secondary school**

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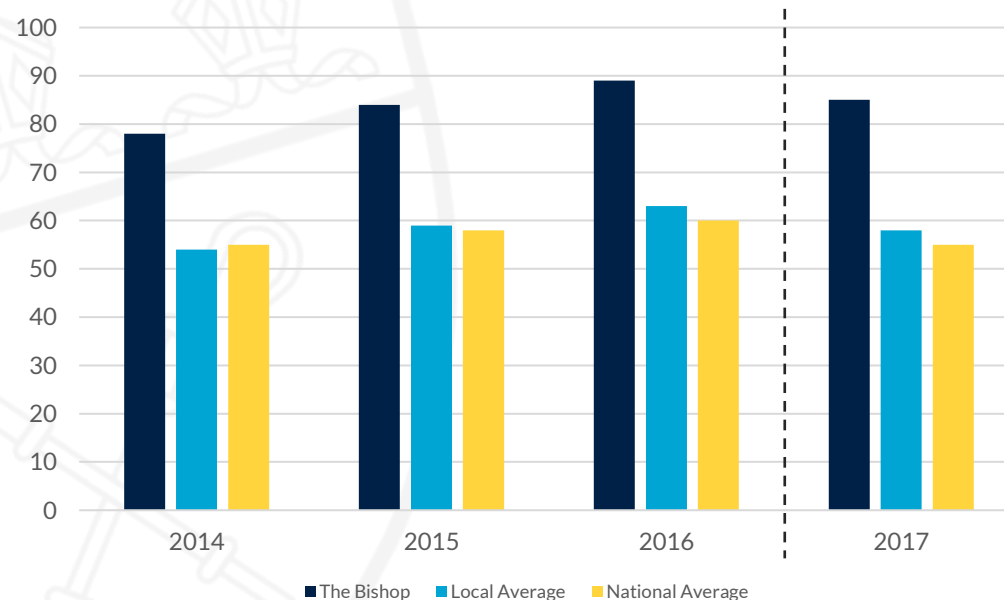
## School performance

The Bishop of Llandaff consistently performs above local and national averages at all key stages. We are very proud of the efforts of our students and staff. However, we are not complacent and are constantly seeking ways to improve in the very few areas which are less effective. We work tirelessly to build on our successes and raise performance where needed to help make the school the best in Wales. Performance against most indicators places the school in the top 25% of similar schools (based on free school meals entitlement).

### GCSE Results

In 2017, 94% of students achieved 5 or more A\*-C grades at GCSE, with 85% including English Language and mathematics. These results, which include our autistic resource base, place the school well above the average performance within the city of Cardiff and nationally.

% 5 or more A\*-C including English and mathematics\*



\*comparative performance prior to reformed qualifications and measures introduced in 2017. Therefore, it is not possible to make meaningful comparisons between old and new key performance measures.

**The performance against the level 2 threshold including English and mathematics is consistently above similar schools**  
Estyn inspection

### AS/A Level Results

In the sixth form, examination results are very strong. The school consistently performs better than the national average and when compared to similar schools for the indicators against all important indicators. Each year, a high proportion of our students gain places at Russell Group universities as well as Oxbridge. We have a strong track-record of students gaining places to read medicine and veterinary science. Our high quality support helps ensure all students are prepared to progress to university or work.

# Job description

Job Title Head of English

## CONTRACT DETAILS

Salary Scale Salary up to £50,631\*

\* an additional TLR3 payment of £2525 is available for an existing Head of English (substantive) who can demonstrate a proven track record in leadership and examination performance

## LINE MANAGER

Deputy Head

## JOB PURPOSE

To provide high quality leadership to the department to raise student achievement and provide appropriate support to members of the department to maximise the delivery of Learning and Teaching.

## RESPONSIBILITIES

### As a classroom teacher

- To undertake any and all duties as laid out in the School Teachers' Pay and Conditions Document and meet the professional Standards for Practising Teachers (Wales);
- To plan and prepare lessons, schemes of work and assessment materials;
- To teach, according to their educational needs, students assigned to allocated classes, utilising key skills as appropriate;
- To control and oversee the storage of books and other resources required for class usage;
- To ensure positive behaviour management in accordance with agreed school policies, including the administration of rewards;
- To set homework in accordance with agreed whole school and departmental policies;
- To monitor and assess student performance so that targets can be set for individual student improvement, including IEPs;
- To report to parents in accordance with the whole school policy;
- To take registers for each lesson;
- To contribute to departmental meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the whole school;
- To participate in the Performance Management Review cycle as per the school policy.

### As a form tutor

- To take the register each morning session and lead the daily act of worship;
- To provide general support and guidance to students and monitor performance in accordance with the school's policies;
- To monitor students' attendance and conduct and liaise with Heads of Year, Heads of School, Attendance Officer and Pastoral Liaison Officer;
- To liaise with parents regarding issues as they arise;
- To complete student reports in accordance with the school policy on Assessment and Reporting.

**Students are  
thoughtful and  
questioning about  
their work and they  
show very good  
problem solving skills**  
Estyn inspection





# Job description continued...

## ADDITIONAL RESPONSIBILITIES

### Head of English (TLR1)

#### Standards

- To monitor and evaluate the quality of learning and teaching; standards of attainment and performance within the department;
- To be accountable for standards across all key stages, providing accurate and consistent assessment data;
- To be accountable for raising and sustaining the quality of teaching and learning within the department;
- To write departmental self-evaluations and improvement plans as per school policy;
- To conduct lesson observations as a means of sharing best practice and coaching;
- To ensure a positive climate for learning;
- To have high expectations of self, staff and students;
- To use data analysis to track student performance and that of teachers;
- To ensure marking and assessment is consistent across the department to ensure this follows whole school policies;
- To ensure reporting complies with whole school policies;
- To lead the planning of schemes of work at all key stages to maximise the learning opportunities of students of all abilities;
- To identify training needs of staff within the department;
- To organise the structure of teaching throughout the department;
- To meet the needs of students, including the management of behaviour and its impact on learning within the department;
- To plan and implement educational enhancement opportunities, including 'revision classes' and 'visits' etc.

#### Performance Management

- To line manage members of the departmental team and monitor the totality of performance;
- To use comparative data to identify trends in performance;
- To ensure up-to-date knowledge in terms of teaching pedagogy, subject specific and national strategies to enhance student achievement;
- To ensure all statutory requirements are met;
- To demonstrate a clear commitment to own professional development.

#### Personnel

- To participate in the selection of new staff (where appropriate);
- To delegate duties and responsibilities to ensure staff development and value for money;
- To provide a positive role model to students and staff;
- To take a strong lead on pedagogy/methodology;
- To support, guide and motivate departmental team and support staff;
- To secure the commitment of the departmental team through effective leadership;
- To chair meetings and embrace teamwork.

**I have been really impressed by the support my daughter has received from school. Teachers provide 'super' revision sessions and encouraging feedback**

Parent



# Personal specification

The successful candidate must

- have a good honours degree (subject specific);
- have Qualified Teacher Status (secondary);
- be an existing 'outstanding' classroom practitioner;
- have experience of leadership within English (eg. Head of Department; 2<sup>nd</sup> in Department or eq.)
- have a proven track record of excellent examination performance at GCSE (and A level ideally);
- have at least three years of teaching experience, with the ability to teach up to A level standard;
- have experience, and a track-record, of working with others to improve their teaching ability;
- have knowledge and understanding of recent developments in high quality teaching;
- have the ability to lead others with confidence, while developing/maintaining a strong team ethos;
- have strong ICT skills;
- be fully committed to supporting the core purpose of the school as outlined in our Christian Mission Statement;
- be a team player;
- be proactive;
- enjoy working with young people;
- have the capacity to work hard and under pressure;
- be a motivator;
- be a good communicator;
- have personal integrity and the drive to do what is best for the students;
- be able to 'get the job done';
- be committed to providing students with a first-class education;
- have ambition, with the potential to be an Assistant Head within three years; and
- have a sense of humour!

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Bishop of Llandaff is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.

**The school is excellent  
at developing person  
qualities and  
achievements**

Section 50 inspection







# Living in Cardiff

Cardiff is a unique capital which offers the infrastructure expected of any modern capital whilst at the same time boasting an enviable quality of life. Cardiff's residents believe the city is one of Europe's best as a place to live and work.

Cardiff itself is a 'city of parks' with more green space per person than any other Core UK city and has been described as the 'epitome of cool' by the renowned Lonely Planet travel guide. Visitors and residents alike enjoy a varied social life including the hustle and bustle of the city centre and the relaxed contemporary dining and bars in Cardiff Bay. Cardiff offers all of the features and benefits of a capital city, at a low cost, compared not only to other capital cities, but to other Core Cities in the UK.

For a capital city, Cardiff is compact and manageable. It has excellent employment opportunities, has experienced significant growth in employment and offers a range of large national and multi-national employers, based in and around the city-region. As the capital of Wales, Cardiff benefits from large employers such as the Assembly Government, Cardiff Council and NHS Wales as well as many UK and Welsh headquarters for organisations such as the BBC and charities such as Barnardos.

## Travel

Getting around is quick and easy making the daily commute less of a chore, and you can access all the facilities expected of any modern capital without the stresses and strains of life in an over-populated concrete jungle.

The world has woken up to Cardiff as a superb convention destination. It's a young capital city that is compact, vibrant, cosmopolitan - and great value for money. Over the past decade Cardiff has been completely rejuvenated, building on its history to become the dynamic capital of Wales. Delegates are charmed by the combination of old and new that unite to create an exciting modern city. As well as this, Cardiff is the closest capital to London being just 2 hours away and is easily accessible by rail, road and air.

## Events

Cardiff is a designated Centre of Culture with world-class performance venues that attract thousands of visitors each year. The Wales Millennium Centre, St David's Hall and the New Theatre look after the big set pieces in the performing arts. Chapter Arts Centre and the Sherman Theatre offer an alternative buzz. The capital boasts international sporting, music and cultural events. With venues such as the Millennium Stadium and the Wales Millennium Centre as well as the Motorpoint Arena Cardiff and St David's Hall, Cardiff can lay claim to some of the best events the UK has to offer.

Cardiff hosts a range of international and regional events, attracting people of all ages and tastes. From world famous artists, international sporting events, to local food & drink festivals, there will always be something to keep you busy.

**Cardiff is considered  
the 'third best' capital  
city in Europe**

European Union Survey,  
2017



# What we offer as an employer

We want to ensure that we attract the very best candidates to work at The Bishop of Llandaff so that we support our ambitious vision for the school and, most importantly, for all of our students. However, we also do all that we can to be an exemplar employer and we are pleased to offer a number of benefits to our staff team.

In supporting staff to become “the best they themselves can possibly be”, the school actively seeks to invest in the highest quality of training for all teaching and support staff. A significant number of our teachers are involved in classroom based action research, identifying the most effective strategies to impact positively on the outcomes and provision for students. This work is shared systematically across the school.

We have an extremely supportive Governing Body that works closely with the Headteacher, leadership team and other school staff to promote high standards of educational achievement and to drive the strategic direction of the school. We have a committed team of talented staff, and a vibrant community of aspirational and hard-working students.

We have strong relationships with the Local Authority, regional consortia and Welsh Government. The Bishop of Llandaff is a forward thinking community and constantly working with other schools to identify and implement the most effective strategies to raise standards.

Employees of The Bishop of Llandaff have access to a number of other benefits. These include dry cleaning services, MOT repair support and full access to the school’s health and fitness room. We work tirelessly to be an employer that invests in staff. As a result, staff are happy, motivated and successful.

## Method of Appointment

Please apply by **completing the appropriate application form** and, in no more than two sides of A4, write a **supporting statement** which meets the personal specification and outlines your reasons for applying for this position and a vision of what you will bring to the role; your experiences to date which you feel make you a suitable candidate; and an indication of your strengths, both personally and professionally.

All applications should be completed electronically and sent to Leah Pucknell, PA to Headteacher at [pucknell@bishopofllandaff.org](mailto:pucknell@bishopofllandaff.org) FAO Marc Belli, Headteacher.

You are asked to give the names of two referees, one of which should be your current Headteacher/employer. We will contact the referees of short-listed candidates prior to interview.

## Recruitment Timeline

<b>Closing Date</b>	22 <sup>nd</sup> January 2018;
<b>Short-listing</b>	22 <sup>nd</sup> January 2018;
<b>Interview Date</b>	Week Beginning 29 <sup>th</sup> January 2018; and
<b>Start Date</b>	1 <sup>st</sup> September 2018



**I have been really impressed by the support my daughter has received from school. Teachers provide ‘super’ revision sessions and encouraging feedback**  
Parent





**The Bishop of Llandaff CiW High School**

Rookwood Close  
Llandaff  
Cardiff  
CF5 2NR

**Website:** [www.bishopofllandaff.org](http://www.bishopofllandaff.org)

**Twitter:** @bishop\_llandaff

**Useful Statistical Information**

Age Range 11-18

NOR 1,300

% eFSM 8.4%

% SEN 6.1%

% EAL 2.4%

Student Teacher Ratio 16.5

**GCSE Results**

5A\*-C inc. En/Ma 85%

5A\*-C 94%

5A\*-A 41%

Capped Points Score 425

**A Level Results**

A\*-A 38%

A\*-B 64%

A\*-C 88%

A\*-E 99%