



Director of Communications and Teacher of English

April 2018

Post Title:
Reporting to:

Director of Communications and Teacher of English
Assistant Head – Teaching and Learning



Letter from the Headteacher:

Dear Applicant

Thank you very much for the interest that you have shown in this position at Perins School. The successful candidate will have an important contribution to make to our growing and successful School and I hope that you will find the enclosed information helpful.

You will see from the information enclosed that Perins School is one that places individuals at the heart of everything we do, whether that be staff, students or the wider community. We are therefore committed to the well-being and professional development of all of our staff and, as such, we see this as the potential start of a new professional relationship with us. Following a wonderful journey of development and expansion, we are now a popular, oversubscribed 11-16 school that is highly regarded locally and nationally. In 2017, we were featured as one of Tatler's top state schools in the country.

Our ethos is one of 'working with' and not 'doing to'. Our staff choose to go the extra mile and, as such, our extra-curricular offer is second to none. We have ensured that through high quality provision we are known nationally for our sporting teams and activities with over 650 students regularly participating in sporting events outside of the school day. Over the past few years, we have also expanded our provision within the creative arts. The annual drama production in particular has been a great source of both personal and professional pride – and we can say with confidence that a Perins Youth Theatre production is so much more than just a 'regular school production'. Our reputation, in both the school and across the wider community, has grown exponentially with each drama production we have staged, and the positive feedback we receive year-on-year continues to surpass our expectations. In 2016, over 350 pupils auditioned for Phantom of the Opera. And this was surpassed in 2017-18 with over 400 auditioning for Beauty and The Beast.

The many other opportunities provided by all areas of the school ensure that hundreds of students remain on site until up to 6pm each day and this encourages positive working relationships between staff and students that are truly enabling. Participating in the extra-curricular activities has proven to be a wonderful experience for all those involved and one which we hope will stay with our staff and students for the rest of their lives.

It is our belief that this strong and distinct ethos, combined with aspirations to excellence in everything we do, combined with exceptional levels of pastoral care, enables us to provide an outstanding quality of education.

At Perins School, however, we are never complacent and are committed to moving our school forward to become an outstanding provider of holistic education. There is a strong and supportive culture across the School which enables staff to focus on providing high quality teaching for all our students. Indeed, our staff are warm and welcoming, our parental community are engaged and supportive of the School and our students are a joy to teach and know. We are also wholly



committed to retaining the best of the past traditions of excellence, and our relentless drive for continual improvement results in outstanding success in a wide range of areas.

I sincerely hope that you find the information provided informative, our tone welcoming and the position attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential. Our most recent Ofsted report confirms our status as an exceptional School. However, there is still much ahead of us and the Trustees, Local Governing Board, Senior Leadership Team and I are ambitious for our students to experience the most outstanding education and achieve the highest possible outcomes that they are capable of achieving.

If you believe you can contribute to our exciting future, I would be delighted to receive your application.

Yours faithfully,

Mr Steve Jones

Headteacher



Overview:

A significant opportunity has arisen for an ambitious and capable individual to take over leadership of the Communications Directorate at our thriving, over-subscribed school. The Director manages the English & Media department as well as line managing the Team Leader of Modern Foreign Languages and the school's Librarian. This is an important whole school role as the Director represents the interests of their Directorate at Senior Management Team meetings and helps to shape decisions over the implementation of new whole school policies.

The English & Media department is a successful department with strong results whose teachers take a leading role in shaping pedagogical practice within the school as a whole. The English team is ambitious in its aims to pioneer new approaches to classroom practice and curriculum design: working with experts and collaborating in university research projects. The past three years have seen a particular focus on the move to a fully mixed ability teaching model and the creation of broad and inspiring thematic units of work throughout Years 7-9. Since Perins has become part of a Multi Academy Trust, the English team has taken a leading role in collaborating with Sun Hill Junior School on transition and reading research projects.

The successful candidate for this role will have excellent subject knowledge, a track record of collaborative leadership, and a progressive approach to pedagogy and curriculum planning. The teaching team with whom the Director will be working is committed, forward-thinking and welcoming. This is a fantastic opportunity to take over a core department at an exciting time in Perins' development.

Key Responsibilities

In addition to the duties expected of every teacher at Perins, the Director of Communications is expected to:

- lead by example, inspiring an enthusiastic atmosphere in the Directorate which enables all staff to develop professionally and be confident in their teaching;
- oversee the general welfare of teachers within the Directorate,
- support trainee teachers, NQTs and new staff, as required;
- ensure that the school's behaviour management policy is consistently implemented by all staff;
- keep clear records of all pupils' attainment and progress;
- complete and check external examination entries in consultation with the Examinations Officer;
- oversee the setting, production and marking of internal assessments;
- hold regular department and Directorate meetings, ensuring agenda and minutes are appropriately recorded and circulated;
- attend and contribute to Team Leader and Senior Management Team meetings as required;
- produce and update a Directorate Development Plan which contributes to and draws down from the School's Strategic Development Plan;
- produce and update an annual budget for the English & Media department and the Library;
- manage and deploy teaching staff and financial and physical resources within the department effectively;
- Demonstrate the flexibility to respond to the short, medium and long term needs of the school.



Teaching and Learning:

- to contribute, alongside Senior Leaders and other Senior Managers, to the whole school pedagogy and understanding of learning.
- To ensure effective liaison takes place within the area and with other areas on matters of teaching and learning and improving standards;
- to ensure that the whole school policies around student centered learning are applied consistently across the directorate;
- to lead the planning, implementation and monitoring of Schemes of Work in line with whole school policies, MAT policies and priorities;
- to ensure the development and effective delivery and embedding of the new examination specifications at Key Stage 4;
- to create a stimulating learning environment that provides inspiration for the students and encourages them to drive their passion for learning;
- to monitor and assess the quality of teaching within the Directorate through formal observations and through effective coaching;
- to ensure that the school policies for assessing, recording and reporting are implemented through effective departmental variation;
- to provide information and guidance to parents and students on all aspects of the course provision;
- to ensure that the teachers within the Directorate are timetabled according to their skill set and where possible to create optimal learning partnerships between teacher and student groups

Person Specification

Qualifications:

- Qualified Teacher Status
- Degree in English or other appropriate subject

Leadership/Management Expertise:

The successful candidate will be able to demonstrate:

- experience of leading and developing others;
- setting high standards and objectives for staff and ensuring goals are achieved;
- involvement in whole school activities and initiatives;
- secure knowledge of successful intervention strategies for students of all levels of prior achievement;
- an awareness of current educational challenges and developments, especially those pertaining to the delivery of the English curriculum at Key Stage 3 and Key Stage 4;
- a thorough knowledge of a wide range of pedagogical strategies;
- an understanding of how to use self-review systems as a tool for school improvement;



- analytical and strategic thinking skills, especially linked to the interpretation of data;
- excellent interpersonal and communication skills;
- the ability to prioritise their own work and that of others where necessary;
- understanding of, and commitment to, the creation of a Safeguarding culture;
- the ability to manage change effectively, embracing opportunities for departmental and professional development

Benefits:

Job related training where appropriate
Access to the Teacher Pension Scheme
Free gym membership and discounted fitness classes
Discounted childcare at Nursery and Pre-School

Position Details:

This is a full time teaching role. A reduced timetable will be offered to enable additional tasks to be completed

£ MPR/UPR with a TLR £11,250

The appointment is subject to satisfactory pre employment checks and clearance by the Disclosure and Barring Service (DBS).

Application Process:

We thoroughly recommend a visit to the school to meet with the current Director of Communications and the Senior Leadership Team to find out more about the position. To arrange a visit please either call Rachel Abbott, PA to Headteacher on 01962 734361 or email recruitment@perins.hants.sch.uk

To apply for this position please visit www.perins.net/teaching-vacancies to complete an online Application, or use the application form included with this pack.

Closing date for applications: 30th April 2018