

CRISPIN

ASPIRATION • COMPASSION • EXCELLENCE

HEAD OF ENGLISH
INFORMATION FOR CANDIDATES

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LETTER FROM THE HEADTEACHER

Thank you for your interest in the post of Head of English at Crispin. This is a fantastic opportunity to lead a collaborative, supportive and happy department. The post has arisen due to the retirement of a long-standing Head of English and has been re-advertised. Crispin has high expectations of all members of our community and we believe in challenging and supporting students to achieve their very best. It is also important to state that Crispin has a very strong safeguarding culture which we would expect potential colleagues to wholeheartedly support. You will find a range of details about this post in this information booklet. Should you require any further information, would like to discuss the post with me or would like to visit Crispin before an application, do not hesitate to contact Hannah Lewis, by email (HLewis@educ.somerset.gov.uk).

The post is a really exciting one and would be a great opportunity for the right candidate. We would genuinely welcome applications from colleagues whatever their previous experience. We realise that candidates will have a range of skills and experience and we would fully support the successful candidate to develop professionally. Should the successful candidate be interested there would be an opportunity to join the Extended Leadership Team and assume wider responsibilities on appointment or at a later stage with an enhanced salary. The most important thing is that you are passionate about teaching English to young people. Above all else you should be:

- An excellent, reflective and caring teacher.
- A colleague who always seeks to maximise the success and happiness of students.
- A colleague with the highest expectations for what all members of the school community are capable of.

Crispin has a strong reputation, a sharp focus on learning and colleagues are really positive about the students they teach from the surrounding community.

To apply for this role simply click on the quick apply button on TES.com and complete the online application form. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

I look forward to receiving your application.



Paul Reddick
Headteacher



ADVERT

Head of English MPS / UPS + TLR 1c (£10,972)

Full time, permanent contract from 01 September 2018.

This is a fantastic opportunity to lead a collaborative, supportive and happy department. Are you an excellent teacher with the highest expectations for your students and colleagues? Are you driven by sharing your passion for English and ensuring students reach their potential? If so then we would love to hear from you.

Please read on to find out more information about Crispin and how to apply for the role. In addition, for a more comprehensive insight into Crispin and the role itself, including Job Description, Personal Specification, Letter from the Headteacher and an overview of English at the school, please download the Applicant Information Pack below.

Crispin is a friendly, inclusive and highly successful school of 1030 students. It is rated as 'good' in all areas and many strengths were highlighted in our recent Ofsted report (October 2017). Students at Crispin achieve excellent examination results and the school has a strong reputation. We are committed to educating the whole child to ensure they enter adulthood as happy, supported young people with a love for learning. We are looking for a committed and inspirational Head of English to lead our highly successful team. Should the successful candidate be interested there would be an opportunity to join the Extended Leadership Team and assume wider responsibilities either on appointment or at a later stage with an enhanced salary.

Closing date for this post: 12noon 19 March 2018.

To apply for this role simply click on the quick apply button on TES.com and complete the online application form. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

Crispin is committed to safeguarding and promoting the welfare of children and young people. This post requires a criminal background check via the disclosure procedure. The successful applicant will therefore be subject to an Enhanced DBS.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the role.

FACULTY INFORMATION

English at Crispin School

English is taught by a team of qualified specialist teachers in well-resourced rooms. We have our own teaching block, which also houses an inviting and well stocked library space manned by two part-time librarians.

The Department's success over a number of years can be attributed to quality first teaching, excellent relationships with students and close, collaborative team work. Our dedicated and hardworking staff currently consists of six full-time specialist English teachers based in their own rooms led by the Head and Second of Department. There are also three part-time teachers working in the team.

Teaching and learning are at the heart of what we do and our Department is fortunate enough to have a comprehensive range of interests and teaching experience. As a consequence, the potential candidate can expect to share and develop their skills as part of the team, raising achievement and aspirations in English.

In terms of curriculum enrichment, we provide a range of opportunities for our students. These include: theatre trips, visits to London and Stratford to support our GCSE Literature curriculum, Public Speaking competitions, participation in World Book Day activities and a Primary Transition project- CSI Day.

Key Stage 3

Students in Years 7, 8 and 9 follow a programme of engaging and challenging modules, which cover the core areas of reading, writing and oral communication. In the summer term of Year 9, students begin their GCSE English Literature course, although we do see the whole of Key Stage 3 as part of a five year plan to prepare students for their final examinations. One period per fortnight is a dedicated Literacy lesson, during which students spend some time reading in the library and working on the key skills of spelling, punctuation and grammar.

Key Stage 4

Currently, all students are entered for GCSEs in both English Language and English Literature. The course is an integrated one and we move between the two subjects fluidly. Students also complete a Spoken Language endorsement at the end of Year 10. The Department has a high level of success in external examinations and is well thought of by both students and parents / carers. In 2017, the Department helped 76% of our students to achieve 9-4 grades in English Language. Media Studies is being introduced in September 2018.

Further Opportunities

Crispin School has robust links with the Mid Somerset Consortium for Teacher Training, with our English teachers providing subject training for trainee teachers. As a Department, we aim to share our enthusiasm for English in a number of ways. Transition work with the local primary schools is a strong focus within the department; this enhances primary and secondary liaison and enables us to bridge the gap between KS2 and KS3 English.

WELCOME TO STREET

Crispin is a secondary school on the eastern edge of Street, a large village in Somerset with a population of around 12,000. It is situated on the Somerset Levels close to Glastonbury, Wells and the Mendips. The village has an interesting history with evidence of Roman occupation. Street is home to Clarks, the world famous footwear retailer and its headquarters is still in Street. Much of the Street site now houses the popular and thriving designer outlet shopping complex of Clarks Village.

Somerset generally is a warm and friendly county and Street is no exception. The village itself contains a good range of leisure facilities including a theatre which hosts live performances and a wide range of films, sports facilities and an open air swimming pool. The Glastonbury Festival also takes place very near to the village. There are also a good range of local shops. As one resident of Street said 'if you choose you can walk to pretty much everything you need'. There is easy access to the coast and there are a number of National Trust properties in the area as well as nature reserves and areas of outstanding natural beauty.

As well as being located in a beautiful part of Somerset, Street is well connected by road being near to the M5, A303 and on a number of bus routes. There are also nearby rail links to London, Bath, Bristol, Devon and Cornwall. Bristol Airport is also close with a wide range of destinations from Iceland to the Dominican Republic! There are a number of interesting towns and cities nearby including Glastonbury, Wells and Frome. A little further afield one can easily reach the likes of Bath and Bristol which are both major European cities and home to a very wide cultural and sporting life including excellent music venues, theatres, cinemas, restaurants and professional sports clubs including football and rugby.

Housing is still relatively affordable in Street and many of the surrounding towns and villages. Many colleagues talk of how the area is a safe, yet vibrant area to bring up families with a range of good schools and a college which shares its site with Crispin. Yet at the same time there are a myriad of excellent leisure opportunities and major cities within an hour's travel.



JOB DESCRIPTION

Post Title:	Head of English at Crispin
Purpose:	To lead English at Crispin from Years 7 to 11
Reporting to:	Headteacher
Liaising with:	Deputy Headteacher, Assistant Headteachers, Heads of House, other members of English Department, Teaching Assistants, relevant non-teaching support staff, parents
Working Time:	Full time
Salary/Grade:	MPS / UPS + TLR 1c
Disclosure level:	Enhanced
Main (Core) Duties:	

Leadership:

- To be accountable for leading, managing and developing the Department.
- To create a vision, sense of purpose and strong identity for the Department which fully reflects the school's distinctive ethos and mission.
- Complete a Department Self Evaluation annually and contribute to the whole school SEF.
- To formulate an inspiring strategic faculty improvement plan in accordance with the school's strategic priorities.
- Demonstrate both enthusiasm and high standards of teaching to members of the Department and students.
- Execute exemplary leadership skills at all times and to be a role model to staff and students.
- Identify staff development needs.
- Ensure effective curriculum coverage, continuity and progression in the subject by all students
- Ensure that all subject staff understand, and are actively implementing, the school's behaviour and inclusion policies. To ensure excellent student conduct in the Department at all times
- To participate in the school's ITT and NQT programmes.
- Act at all times in accordance with the agreed values and ethos of the school.
- To be accountable for the quality of teaching and learning and student progress across the Department.
- Provide extra-curricular opportunities in English
- To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the school improvement plan.
- Ensure the implementation of the school's assessment procedures, ensuring all students have timely and appropriate feedback.
- Set challenging targets for Department Improvement and Teacher Appraisal.
- Development of appropriate programmes of study, schemes of learning, resources, assessment and teaching and learning strategies in the English Department.
- Create a purposeful learning environment where students feel secure and

confident.

- Facilitate peer observation and professional dialogue.
- Actively seek student voice/feedback to raise standards.
- To contribute to aspects of PSHE, IAG, WRL as appropriate.
- Support the recruitment, training, induction and development of new staff.
- Coach and mentor colleagues.
- Lead the development of effective Department subject links with partner schools, external agencies and the community.
- To actively and loyally promote the school at all times including school functions such as Open Evenings.
- Play a full part in Middle Leader meetings.
- Attend Governors meetings/SLT meetings on request.
- To communicate and co-operate with stakeholders outside the school and to actively promote the school's ethos when doing so.
- Be available to departmental colleagues to give advice and provide support.
- To ensure that the needs of students with Additional Educational Needs are met through effective differentiation of teaching and curriculum as required.
- To lead a Department which will have Communication at Key Stage 3 and Media Studies as part of its provision at Key Stage 4.

Management:

- Day-to-day management, delegation, control and operation of course provision with the Department, including effective deployment of staff and physical resources.
- To establish Department standard operating procedures.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department.
- Hold regular departmental meetings and work with colleagues to formulate aims, objectives and strategic plans for the Department.
- Inform parents of intervention programmes and student progress as necessary to support and improve student progress.
- To ensure effective communication/consultation with parents.
- Monitor the quality of preparation, assessment and feedback and teaching and learning in the English Department.
- To oversee the active monitoring and tracking of student progress in the Department.
- To rigorously analyse performance data.
- To hold English subject teachers accountable for the progress and attainment of the students they are teaching.
- Promote and publicise the work of the Department internally and externally to the community including through a range of social media.
- Ensure that Health and Safety standards are met and that policies and practices, including Risk Assessments for the Department, are updated where necessary.
- To oversee student examination entries ensuring these are appropriate,

accurate and on time and to engage efficiently with the Examinations Officer.

- To provide clear, specific and rigorous action plans to target the key targeted student groups to provide intervention strategies and actions to improve student outcomes.

Teaching:

- To meet the required and appropriate level of performance as described in the 'Professional Standards for Teachers'.
- Teach clearly structured lessons which interest and motivate students.
- Select, prepare and organise resources with the help of support staff where appropriate.
- Ensure own practice is of a high standard and continue to develop your professional skills and knowledge.
- Develop and deliver innovative schemes of learning and assessment in line with new specifications, curriculum requirements and related pedagogy.
- Promote and inspire learning through planning which takes into account the needs and progress of all students.
- Involve Teaching Assistants (TAs) in planning to provide high quality individual support with targeted intervention.
- Provide high quality feedback in order to maximise student progress.
- Promote equality of performance and achievement of all students and student groups.
- Maintain an understanding of developments within teaching practice and methodology and initiatives at a local, national and global level.
- To be aware of general developments in English and to maintain a detailed knowledge of GCSE courses and Key Stage 3.

Personal Development and Wellbeing:

- Inspire and support students to develop leadership skills and qualities.
- Establish a positive ethos in the school by promoting and demonstrating high standards.
- Actively encourage and develop the well-being and success of students through tutoring. Act as the 'first port of call' for tutees and their parents.
- Take responsibility for own Professional Development.
- Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.
- Adopt coaching and restorative approaches where relevant.

Other specific duties:

- To take on the role of form tutor or to provide subject specific intervention.
- To carry out other professional duties in line with the teaching standards.
- To actively promote the school's corporate policies.
- To actively engage in the staff and school review and development process.
- To participate in all school open evenings and other appropriate calendared events.

- To play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewise.
- To carry out other responsibilities as determined by the Headteacher, following consultation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are required to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



PERSON SPECIFICATION

Description

Qualifications

Essential

- Qualified Teacher Status
- Degree in English or a related subject or completion of a subject enhancement / conversion course

Experience

Essential

- Successful teaching of the full ability range
- Evidence of appropriate, up-to-date CPD
- High level of progress from students taught
- At least three years teaching experience

Desirable

- Evidence of implementing and managing change at whole school or department / faculty level
- Leadership experience outside of the role of classroom teacher
- Successful teaching in two or more schools

Knowledge and Skills

Essential

- To be fully committed to change and able to adopt and promote a forward thinking and innovative approach to improvement
- Excellent subject knowledge
- Ability to inspire and liaise with colleagues across the school to promote the Department
- Able to demonstrate excellent classroom management
- Clear commitment to excellent assessment and feedback
- Ability to work under pressure and meet deadlines
- Ability to relate extremely well to students, colleagues and parents / carers and demonstrate excellent oral and written communication skills
- Ability to use ICT to support learning
- Ability to engage, inspire and foster a love of English
- Successful involvement in enrichment activities in English

PERSON SPECIFICATION CONTINUED

Crispin's Values and Ethos

Essential

- Value the contribution that each individual brings to the school community
- Respect and value diversity and promote equality
- Promote and model mutual respect
- Commitment to the importance of coaching and restorative justice
- Commitment to inclusive education
- Commitment to safeguarding and promoting the welfare of children and young people

Personal Qualities

Essential

- A passion for teaching English
- Adopts a collegiate and collaborative approach to leadership
- Willingness to constructively challenge the work of self and others to continually improve own and team performance
- Seeks to work collaboratively to resolve conflict
- Enthusiasm to support young people to develop intellectually and personally
- A strong commitment to ongoing professional development
- Resilience
- High degree of emotional intelligence
- The ability to speak fluent English
- To be calm under pressure

Desirable

- Potential for future promotion
- Good sense of humour