



HOE VALLEY SCHOOL

HEAD OF ENGLISH AND MEDIA STUDIES

JOB DESCRIPTION & PERSON SPECIFICATION

THE SCHOOL

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential."

Hoe Valley School is:

- An oversubscribed secondary school which opened in September 2015 to serve the local community of South Woking
- Committed to knowing all of our students' talents and strengths and their areas for development. This allows us to personalise the curriculum to stretch and motivate all of our students
- Following the national curriculum and offering an extended day which enables us to prioritise time for English and Maths and ensure all students complete their homework during the school day
- A Google School with ICT fully embedded in all curriculum areas
- Employing outstanding, experienced teachers and teaching assistants
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- Currently located in the green space of Woking Park close to Woking Town Centre and Station
- Moving to a state of the art new School in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance, to offering bespoke CPD programmes including buddying staff with peers in local outstanding Schools and trusting our staff to deliver excellent outcomes

THE ROLE

We are looking for a passionate, talented and rigorous practitioner to join our dedicated team in leading the School on its journey to becoming established and outstanding. This is a crucial appointment for the School as, since its conception, we have prioritised English and Maths – we believe that student success in these subjects underpins success in all others.

The successful Head of Faculty will have the exciting and unique opportunity to shape a KS3, KS4 and KS5 curriculum which is bespoke, challenging and fit for the needs of 21st century life. As the school takes in new year groups, they will have the opportunity to recruit their own team of outstanding teachers. The faculty is already a very strong area of the school comprising of six exceptional teachers.

Our Head of English and Media Studies will be an inspirational teacher with a proven track record of leading students to achieve outstanding results. They will be optimistic about young people, creative, innovative, rigorous and have an infectious enthusiasm for their subject.

CORE RESPONSIBILITIES (IN ADDITION TO TEACHERS' STANDARDS)

Leading Teaching and Learning

- To monitor the quality of teaching and learning of all teachers within the Faculty
- To teach English (and possibly Media Studies) at any level within the School (within the age range 11-18)
- To design and monitor the delivery of the KS3, KS4 and KS5 curriculum for English and Media Studies in the School in terms of long, medium and short term planning
- To ensure that all students are making good or outstanding progress in English and Media Studies and that teaching and learning of these subjects across the School is of a high quality
- To contribute to CPD across the School and share best practice via coaching, sharing planning and resources and following an 'open door' teaching policy
- To ensure English and Media Studies have a high profile across the School through offering vibrant and exciting learning opportunities
- To ensure that resources are organised and available to promote a purposeful environment for teaching and learning to take place, through a mix of traditional teaching techniques, integrating ICT where appropriate and via project based learning
- To ensure that classrooms within the faculty present a stimulating environment through the display of students' work and other exemplar materials
- To extend the curriculum via ACCESS Days and relevant trips, organising exciting visits from relevant speakers and visitors and leading enrichment programmes
- To promote high participation levels of English and Media Studies outside of the curriculum and to contribute to the extra-curricular enrichment activities of the School
- To lead literacy across the school and to ensure it has a high profile in all subjects
- To lead intervention programmes during the School holidays, before / after School or during weekends as required
- To deploy other adults effectively within the faculty and in the classroom, involving them, where appropriate, in the planning and management of student learning

Leading Progress and Attainment

- To ensure assessment, feedback and monitoring is SMART, accurate and clearly moves students' learning on across all teachers within the faculty
- To standardise marking with colleagues both within the school and with partner schools
- To hold the team to account via line management meetings, department meetings and by following the school's appraisal policy
- To rigorously analyse student data to inform planning and intervention programmes
- To lead and attend internal and external meetings as required
- To feedback to students and parents / carers in line with the school policy

Leading Behaviour and Safety

- To collaborate closely with parents to ensure that they are aware of their child's progress, engaged in their development and in supporting them in their vision for the future
- To ensure the absolute safety of all students on and off site
- To model and enforce excellent standards of behaviour within and beyond the faculty
- To monitor students achievement, attendance, uniform, punctuality and behaviour and to respond promptly to issues in line with the school's policies

Leading School Improvement

- To support the school's marketing and recruitment plan through attending events, contributing to marketing materials and via frequent high quality interactions with feeder primary schools
- To embody the school's values both on and off site
- To contribute to the School's Development Plan (SDP)
- To monitor allocated budgets and ensure value for money at all times
- To coach and mentor colleagues as appropriate

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
A bachelor's degree at a 2.1 or higher in English or Media Studies	Evidence of other relevant CPD qualifications	Application form
Qualified teacher status through a PGCE, GTP or other international equivalent		Application form
English and / or Media Studies at A-level standard or equivalent		Application form
Experience		
Excellent subject knowledge in relevant disciplines		Application form & interview
Experience of designing and delivering exciting, challenging and personalised lessons		Application form, interview & reference
Evidence of holding high aspirations for young people		Application form & interview
Evidence of delivering excellent outcomes for students		Application form, interview & reference
Experience of giving high quality formative and summative feedback		Application form, interview & reference
Experience of managing and leading groups of students/young people	Evidence of leading a team of teachers effectively	Application form & interview
Evidence of continually improving outcomes for students in terms of attendance, punctuality and student wellbeing		Application form & interview
Skills and Attributes		
Alignment with HVS Values: C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect		Application form, interview & reference

<p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively</p> <p>E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning</p>		
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Ability to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Good level of physical fitness		Interview & reference
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		