



Claverham Community College

Head of English

Information for Applicants

Principal: Mr P Swatton

North Trade Road,
Battle,
East Sussex
TN33 0HT
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Dear Applicant.

Re: Head of English (Teacher's MPS/UPR plus TLR of £9472 pa)

Thank you for your enquiry regarding the vacancy for the above named post. Due to the retirement of our existing Head of Department, we are looking to recruit an exceptional individual to the role of Head of English at Claverham Community College from September 2018.

The English Department is one of the most successful subject areas at the College and has achieved outstanding results in recent years. We require a dedicated and enthusiastic person to take on the leadership of this department and ensure its continued development. There is a tradition of high standards of behaviour and excellent examination results at the college, which serves a mainly rural catchment area within East Sussex.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College;
- Overview of the Department;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to recruitment@claverham.e-sussex.sch.uk by the closing date of Friday 23rd February 2018. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Post is subject to an enhanced DBS disclosure.

If you require any further information, please call 01424 772155.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'P Swatton', written over a circular line.

Mr P Swatton
Principal

About Claverham Community College

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.

English Faculty

The Faculty consists of 9 full time teachers, 3 part time teacher and some members of staff who teach English together with other subjects. All members of the Faculty have teaching groups across the age and ability range. The Head of Faculty is assisted in the leadership and management of the Faculty by a Second in Faculty.

Pupils are set according to ability throughout the college. Pupils' development is closely monitored and movement between sets is made where appropriate. The Faculty has created schemes of work, in line with National Curriculum developments. New Schemes of Work have been written to embrace the changes at KS2 and the demands of the new GCSE. Lessons are objective led with peer and self assessment well embedded.

All pupils take AQA English Language GCSE and English Literature GCSE. There is a constant focus on raising achievement in all areas and maintaining the highest standards.

In KS3 Drama is taught within English and, in year 7 pupils, also follow a Library Skills Course. The use of ICT is encouraged, where appropriate, and teachers are able to book ICT facilities for their groups.

The Faculty organises many successful theatre trips, public speaking teams and other extra-curricular activities.

The teachers within the English Faculty work as a close and effective team enjoying a high degree of mutual support. The sharing of good practice is greatly encouraged.

JOB DESCRIPTION

HEAD OF DEPARTMENT

Key Accountabilities

Strategic Leadership

- Support, secure and inspire the commitment of others to the vision, ethos and direction of the policies of the college and promote high levels of achievement in the Department;
- Support the creation and implementation of the college improvement plan, especially as it relates to the Department and to take responsibility for delegated aspects of it;
- Support all staff in the Department in achieving the priorities and targets of the Department;
- Support the evaluation of the effectiveness of college and Department policies and developments and analyse their impact on the Department;
- Work with the Leadership Team on the Department Review process to evaluate the effectiveness of the Department.

Teaching and Learning

- Lead the development, organisation and implementation of the curriculum and its assessment;
- Monitor and evaluate the curriculum and its assessment in order to identify and act on areas for improvement;
- Monitor the effectiveness of Teaching and Learning within the Department, including the analysis of performance data, ensuring that records of the monitoring processes are thoroughly kept;
- Develop Teaching and Learning strategies to include Assessment for Learning, PLTS, Cross Curricular Themes and Assessing Pupil Progress;
- Keep up to date with national developments.

Student Progress

- Track and monitor individual pupil progress in the Department with the aim of raising achievement;
- Work with the Deputy Principal in charge of School Improvement and the Principal in the setting of appropriate targets with the aim of raising achievement;
- Identify and monitor pupils with SEN in conjunction with SEN Coordinator.

Student Behaviour

- Ensure the behaviour management policy is implemented. Liaise with subject teachers, Heads of House and members of the Leadership Team as appropriate;
- Uphold and encourage the agreed standards and attitudes of the College in regard to pupil discipline, work and relationships;
- Lead the Department in developing positive working relationships with and between all pupils and staff within the school.

Leading and Managing Staff

- Liaise with the Line Manager and Leadership Team with regard to the welfare of staff within the faculty to highlight any issues and plan support where appropriate;
- Support the performance management process and use the process to develop the personal and professional effectiveness of staff;

- Carry out regular lesson observations to monitor the performance of staff and provide appropriate feedback and guidance based on these observations;
- Lead groups of staff in developmental activities and evaluate outcomes;
- Participate in the recruitment process for teachers as required;
- Provide support to newly qualified teachers, supply teachers, cover supervisors teachers and teaching assistants;
- Ensure the effective day to day management and deployment of staff within the Department;
- Delegate responsibilities to other members of the Department where applicable in order to broaden their Leadership experience;
- Ensure that the Principal and Governors are well informed about policies, plans and priorities, success in meeting targets and objectives, and any future development needs;
- Ensure lesson planners and mark books are thorough, accurate, well prepared and up to date from all members of staff;
- Manage the thorough, accurate and regular marking of work;
- Ensure the provision of regular, adequate and meaningful homework;
- Ensure that tests and examinations are set and marked in line with Department and college policy;
- Ensure that all student assessments and profiles are completed accurately and on time;
- Manage the collection of performance data within the Department;
- Liaise with Examination Co-ordinators in regard to information required for, and the conduct of, public examinations.

Other Management Responsibilities

- Ensure Health and Safety policies and practices, including risk assessments, throughout the department are in line with national requirements and up to date;
- Effectively manage and deploy financial and physical resources;
- Coordinate displays in teaching rooms and corridors within Department areas;
- Inform staff, parents, governors and any other appropriate groups or individuals about the work of the Department when necessary;
- Conduct regular Department and Subject meetings where appropriate, and circulate minutes to senior staff;
- Communicate with heads of other subject areas on all appropriate matters;
- Assist with the development and maintenance of KS2/KS3 and KS4/Post 16 liaison;
- Represent the views of the Department at Leadership and Management Meetings;
- Act as a channel of communication between individual staff and senior management;
- Create and maintain positive and supportive relationships with staff, parents and governors;
- Any other duties that might reasonably be requested by the Principal.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

EAST SUSSEX COUNTY COUNCIL

Person Specification

SCHOOL Claverham Community College

JOB TITLE Head of Department

Qualifications

Essential	Desirable
Qualified teacher status. Degree in area of subject responsibility Accredited or certificated further CPD or Training.	

Experience

Essential	Desirable
Evidence of being able to lead, manage and be responsible for initiatives/ developments. Evidence of taking responsibility for own professional development. Evidence of good teaching skills, leading to consistently high standards of achievement. Knowledge of current generic developments in teaching and learning. Evidence of working with other professionals as part of a team. Experience of using ICT for subject development. Successful experience in raising student achievement and adding value.	Experience of teaching a second subject. Experience of personal involvement in the wider curriculum.

Knowledge/Skills (Ability to)

Essential	Desirable
<p>Develop a broad and imaginative range of teaching skills.</p> <p>Lead, develop and enhance the faculty team.</p> <p>High-level communication and presentation skills applicable to a range of audiences.</p> <p>Think creatively and imaginatively to solve challenges.</p> <p>Ability to use ICT effectively to support teaching and learning.</p> <p>Ability to identify and develop opportunities.</p> <p>Make informed use of assessment data.</p> <p>Use of information and data to raise achievement and target intervention strategies.</p>	<p>Ability to anticipate problems and identify opportunities.</p> <p>Ability to manage resources available to the department including funding and human resources.</p>

The Selection Process

The interview process will involve:

- A tour of the school;
- Meeting with the Department;
- A Lesson Observation;
- Formal interview.

We look forward to receiving your application.

Deadline for receiving applications: Friday 23rd February 2018.