



elstree  
university  
technical  
college

eutc

# HEAD OF ENGLISH

## APPLICATION PACK





# PRINCIPAL'S INTRODUCTION

Dear candidate,

Thank you for your interest in working at Elstree University Technical College as a Teacher of English. This is a brilliant place to innovate, make and learn. EUTC opened in September 2013 and offers a unique education for students aged 14 to 19 specialising in behind the scenes multimedia production, digital technologies and the entertainments industry. We provide core academic education alongside technical, vocational learning designed to develop learners to be creative, innovative and reflective. We are also here to provide them with the necessary knowledge, skills and opportunities to be employed in the media industries where there is currently a substantial skills shortage.

This is a creative college full of vitality and enthusiasm. Our students are a credit to us and our campus is new and well resourced. Our staff are passionate and industry credible. EUTC benefits from leading academic and industry partners and aims to be a centre of excellence and the national leader specialising in education for the entertainment, film, television, theatre, visual arts and digital communication industries.

As a new college, we are still expanding and developing our curriculum. We currently have around 400 students on role and we expect to have 600 (full capacity) by 2020.

This position provides a real opportunity for a proactive and inspiring teacher who can lead the delivery of English at this innovative college. This subject is a very significant and valued area of study to our specialism and our students are very engaged by Communications at EUTC. We welcome and encourage prospective candidates to come and see us and get a feel for our college.

Thank you again for your interest in being a part of the teaching team at Elstree University Technical College and working with the creative, curious learners we work for.

Yours faithfully,



Chris Mitchell  
Principal

Please note that references may be sought for all candidates prior to interview.

Elstree University Technical College is committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to satisfactory Enhanced Disclosure and Barred Service Certificate.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

# WORKING AT EUTC

The Elstree University Technical College is a new type of educational institution for students aged 14 to 19 specialising in behind the scenes multimedia production, digital technologies and the entertainments industry. We provide core academic education alongside technical and vocational learning designed to develop learners to be creative, innovative and reflective. We are also here to provide them with the necessary knowledge, skills and opportunities to be employed in the media industries where there is currently a substantial skills shortage.

We are seeking to appoint an enthusiastic, inspirational and motivated Head of English with a passion for their subject and the ability to enthuse and engage students in addition to being well versed in inspiring and motivating their colleagues. This is an exciting opportunity for a committed and motivated leader and would be suitable for an experienced teacher who wants to work in a wonderfully creative college to exceed their potential. We are keen to welcome colleagues who share our passion for engaging students in learning and inspiring them to achieve. Visits to the UTC are welcome and encouraged.







# HEAD OF ENGLISH

<b>Responsible to:</b>	Vice Principal (Communications)
<b>Purpose:</b>	<p>To provide clear, cohesive leadership and take responsibility for the academic standards in English.</p> <p>To develop a strong, positive and shared vision for the department's direction.</p> <p>To manage and motivate teaching and support colleagues in developing innovative teaching strategies to enhance the quality of teaching, learning and achievement.</p> <p>To understand and have experience of delivering the curriculum.</p>
<b>Key Accountabilities:</b>	<p>All teaching staff of English.</p> <p>The quality of learning and student outcomes in English.</p>
<b>Strategic Accountabilities:</b>	<p>To use data effectively to identify students who are underachieving and implement effective intervention strategies.</p> <p>To develop and implement policies and practices for the department to improve achievement and create effective and cohesive teaching and learning.</p> <p>To establish a clear and shared understanding of the importance of the subject and its contribution to students' development.</p> <p>To review and revise short, medium and long term plans for the development and resourcing of the department.</p> <p>To monitor the progress made towards the Department Development Plan, evaluate the impact on teaching and learning and use this analysis to inform future improvement.</p> <p>To lead the development of the Department training plan to promote targeted continuous professional development and suitable improvement planning for both teaching and non-teaching members of the department.</p> <p>To manage the development and accountability of team members through the College Appraisal system.</p>
<b>Department-based Responsibilities:</b>	<p>To lead, develop and support a productive, positive and effective team of staff which encourages openness, shared and delegated decision-making and a sense of common purpose.</p> <p>To ensure curriculum coverage, continuity and progression for all students and raise standards of attainment across the full age and ability range.</p> <p>To establish clear policies and practices for assessing, recording and reporting on pupil achievement and to ensure methods are standardised across the department.</p> <p>To provide all teachers in the department with support, challenge, information and motivation to secure consistent improvement in teaching through individual quality development plans.</p> <p>To identify students at risk of underachievement and to ensure that appropriate interventions are in place and that their impact is evaluated.</p> <p>To ensure that the aims of the English schemes of learning and the knowledge, skills and attitudes to be imparted to students through the Department, are in keeping with the general aims of the College.</p> <p>To play an active part in ensuring that all students are working to their potential and achieving improved standards.</p> <p>To play an active part in supporting members of the Department in maintaining sound discipline in line with College policy.</p> <p>To play a major role in developing teaching and learning through the use of ICT and to develop the key skills of reading, literacy, numeracy and communication.</p>

**Dept.-based responsibilities cont.:**

To communicate effectively and efficiently within the department, the Communications Faculty and other Faculty areas in the College.

Run effective meetings for the team, ensuring the provision of agendas and minutes.

Support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the Department and to Senior Management.

To consider the Department's annual budget, to monitor expenditure and be aware of the resource needs of the Department.

Oversee the provision and maintenance of effective resources for learning – textbooks, students materials, equipment, rooms and deploy staff effectively to support learning.

Attend and contribute to whole school progress related meetings and other team meetings, where appropriate.

**College-based responsibilities cont.:**

To support and actively promote the vision, ethos and policies of the College and promote high levels of achievement.

To contribute to improving attitudes and behaviour of students and to use the whole school behaviour policy in setting high standards and expectations for students.

To take on the role of house tutor

# PERSON SPECIFICATION

**All Essential**

Educated to Honours degree level

Qualified Teacher Status

Teaching and Experience

Evidence of Continuing Professional Development

Highly successful English teaching experience across Key Stages 4 and 5

Leadership responsibility of/within a team

Ability to gain respect of students through manner of confidence and authority

Able to organise own workload in the context of varied tasks

Financial understanding and/or management of budgets

Ability to analyse data

Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all students

A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning

Experience of effective monitoring and evaluation of teaching and learning

Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management

Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management

A track record that demonstrates a commitment to high standards, continuous improvement and quality assurance

**Professional Development**

Commitment to own professional development

Evidence of keeping up to date with educational thinking and knowledge

Knowledge of requirements of the new courses and specifications for KS4 and KS5 English



Knowledge and understanding of recent legislation, development and initiatives in secondary and 6th form education

Ability to use ICT within a classroom

Ability to relate well to staff and students

Initiative, adaptability and flexibility

Demonstrable written and oral communication skills

Working knowledge of external agencies and experience in working with them to support students

#### **Personal Attributes**

Able to lead and inspire

Able to work calmly under pressure

Ability to critically evaluate own performance and make any necessary changes to be more effective

Willingness to contribute to after college activities

Enthusiasm and sense of humour

The ability to prioritise and manage time effectively

Excellent organisational, planning and evaluative skills

Self motivation and personal drive to complete tasks to required time-scales

To be an effective communicator with people at all levels

To be an excellent team player with the ability to establish good working relationships with staff, students, parents and external partners

The ability to demonstrate sensitivity when dealing with difficult situations

## HOW TO APPLY

To apply please visit our Times Educational Supplement recruitment page

Complete the online application and submit.  
We will be in touch shortly after your application has been received.

Please visit  
[www.elstreeutc.co.uk/vacancies](http://www.elstreeutc.co.uk/vacancies)  
for further information about working with us at  
Elstree University Technical College

Learn more about our college:

Visit us at [www.elstreeutc.co.uk](http://www.elstreeutc.co.uk) for all the latest news and events.

Head over to our [YouTube channel](#) to check out the content produced by our students and in-house production company 'EUTC Productions'.

Visit our [Instagram](#) account for behind-the-scenes images from the EUTC campus.

Follow our [Twitter](#) and [Facebook](#) accounts.



**"The college worked out so well for my oldest son that I moved my youngest here too. It's positive, constructive and diverse attitude to learning has definitely brought the best out of my children. It's an environment where children with a vision want to be."**

**[Alison Robinson - Parent of KS5 EUTC Student]**

