



# Jack Hunt School (Trust)

A Specialist Language College and Sports College

Bradwell Road, Peterborough, PE3 9PY  
Tel. 01733 263526 Fax 01733 330364  
email [info@jackhunt.net](mailto:info@jackhunt.net)  
website ~ [www.jackhunt.net](http://www.jackhunt.net)

CEO & Headteacher: Ms P J Kilbey, BEd (Hons), PG Dip Ed, NPQH  
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH

Group 8 (11-18), Roll 1766 (206 in Sixth Form)

***"A securely good school" – Ofsted January 2017***

## **Curriculum Area Leader for English (TLR 1b £9,928)**

**For a truly outstanding candidate there is the possibility of membership of the Extended Senior Leadership Team at L10**

Required from September 2020 an inspirational, first class teacher with leadership experience to play a key role in the further development of our English Curriculum Area.

If appointed, you will be leading a department which plays a significant role in the combined figure for the School; has an excellent uptake for its A2 courses; is forward thinking and innovative; and is committed to collaborative working.

**Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.**

**The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.**

***The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***Further details and how to apply are available on the Jack Hunt School website:  
[www.jackhunt.net/careers](http://www.jackhunt.net/careers)***

**Closing date: Wednesday 11 December 2019 at 9.00 am  
Interview date: Wednesday 18 December 2019**



Our Head Prefect Team: 2019 - 2020



A founder member of the Peterborough Keys Academies Trust registered in England and Wales as Company Number 1108321



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## A Specialist Language and Sports College

Bradwell Road, Peterborough, PE3 9PY Tel: (01733) 263526 Fax: (01733) 330364 web: [www.jackhunt.net](http://www.jackhunt.net) email: [info@jackhunt.net](mailto:info@jackhunt.net)  
 CEO Peterborough Keys Academies Trust and Headteacher: Ms P J Kilbey, BEd (Hons) PG Dip Ed NPQH  
 Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Ms A M Ford, MA (Hons) Cantab Med PGCE AST

## Welcome Letter from the Headteachers

December 2019

Dear Applicant

### Application for post as Curriculum Area Leader (CAL) English

***The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Thank you very much for your interest in the above vacancy. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

Our priorities as a school are to continue the laser sharp focus on raising attainment and improving progress whilst providing a caring and aspirational environment for our students where they are given a range of opportunities to experience and excel in. We are an inclusive, truly comprehensive school committed to achieving the best outcomes for all our students. We want them to achieve more than they themselves thought possible.

We have won a number of Awards for our work, especially the exceptional progress our students make from their starting points; our students attend Russell Group Universities; represent England and Great Britain in a range of Sports; and contribute positively to the school and wider community. The successes we have had and the excellent reputation we have in the City has been as a result of the relentless hard work of the entire staff body.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the school website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

Yours sincerely

Ms P J Kilbey  
Headteacher  
CEO for Peterborough Keys Academies Trust

Ms K Simpson-Holley  
Headteacher



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## **THE ENGLISH CURRICULUM AREA**

English is taught by a lively and dedicated team of teachers who have established a culture of sharing the planning and production of work. The responsibility structure is built around:

- Curriculum Area Leader
- Deputy Curriculum Area Leader (TLR 2b)
- Responsibilities in English (TLR 2a) x 2 (KS3 & KS5).

Other allowances are held by other teachers in the curriculum area for responsibilities which are not English specific.

The curriculum area has its own suite of brand new classrooms and enjoys the support of two full time HLTAs. The curriculum area is overseen by a member of the Senior Leadership Team (SLT) and uses up to date research and approaches to ensure that all students receive an enriching and purposeful experience.

The curriculum area works very closely with the Learning Support Team and also runs a successful intervention programmes including Sound Reading and Bedrock for students who need additional support. Where possible this intervention programme supports students in their class but we also provide small group and one to one support as required.

English is taught in fully mixed ability groups in Years 7 - 8 and, where necessary, English as a Second Language and both More Able and Special Needs Support is given within the mainstream curriculum. Groups are banded in Years 9, 10 and 11 as students undertake Key Stage 4 programmes of study.

In Years 7-9, students study a range of units each year which cover the full range of reading, writing and speaking and listening skills they need to develop to succeed in further study and in life beyond school whilst developing their cultural capital. These skills are connected explicitly to the skills at GCSE making our students more confident in what they need to do by the time their year 11 exams begin.

In Years 10 and 11, students study AQA GCSE English Language and English Literature. This requires them to read four Literature texts, including an Anthology of poetry and study a range of unseen extracts and poems. Results at GCSE show 61% of our pupils achieving a grade 4+ in 2019. We remain focused on achieving the best possible progress for every single young person in our care.

The Advanced Level Courses in English Literature and English Language and Literature are both popular options for KS5 students. The department also offers WJEC Film Studies 'A' Level, which is another popular choice. 'A' Level results in both are good. We also offer a Year 12 one year GCSE re-sit course to some individuals, based on their needs. Students regularly go on to read English and related courses at degree level.

The curriculum area has a thriving tradition of theatre and cultural visits as well as success in public speaking competitions. As we adapt to the changes that both the school and education system are currently undergoing, we remain a cohesive and collaborative team who are committed to the excitement of teaching English; all prospective candidates need to share our child-centred approaches and enthusiasm for this endeavour.

# Peterborough Keys Academics Trust

## JOB DESCRIPTION

*The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Post:** Curriculum Area Leader – English

**Allowance:** TLR 1b

**Accountable to:** Headteacher / Deputy Headteacher

**Date reviewed:** November 2019

The following job description refers the main duties and accountabilities of a Curriculum Area Leader. In respect of these duties the Curriculum Area Leader is accountable to and supported by the Senior Leadership Team (SLT) link person.

### Purpose of Job

The role of the Curriculum Area Leader is to ensure that high quality teaching and learning are promoted and supported within the Curriculum Area to ensure all students can achieve their potential.

#### 1. Teaching, Learning and Standards

The main accountabilities are to:

- ◆ lead curriculum development and assessment within the curriculum area
- ◆ ensure that the National Curriculum and elements of the appropriate cross-curricular themes are delivered effectively
- ◆ ensure the production, evaluation and revision of schemes of work and subject syllabuses to meet the needs of each individual student
- ◆ use attainment data provided by the school (SATs, NFER, SIMS, 4MATRIX, ALPS and Connect) to monitor the progress of students taught in the Curriculum Area. Ensure that effective use is made of the data to set targets for achievement in the department
- ◆ monitor the progress of students and identify underachievement ensuring programmes of support are in place to maximise the potential of all students
- ◆ Monitor the progress and attainment of Pupil Premium students to ensure the department is closing the gap
- ◆ ensure that individual learning targets are set for all students
- ◆ ensure that classroom expectations are enforced across the Curriculum Area and that the Positive Behaviour Policy and Rewards Policy to support learning are implemented

- ◆ monitor and sample the quality of reports to parents written for the department
- ◆ monitor and evaluate teaching and learning in accordance with the school policy, including classroom observation and sampling of student work
- ◆ liaise with Learning Support Leader to ensure access and equality of opportunity for all students
- ◆ ensure a prompt response to parental enquiries about individual student progress within the Curriculum Area
- ◆ liaise with other subject areas on issues of common curricular concern
- ◆ collaborate with partner primary schools to ensure progression in learning.

## 2. **Improvement Planning, Monitoring and Evaluation**

The main accountabilities are to:

- ◆ actively promote the school's aims and values within the Curriculum Area
- ◆ prepare an annual raising attainment plan and staff development plan for the Curriculum Area in accordance with the school planning cycle and taking into account the school's Strategic Intent and School Raising Attainment Plan
- ◆ implement, monitor and evaluate the impact of improvements outlined in the school and Curriculum Area Raising Attainment Plan
- ◆ provide a termly performance report on the Curriculum Area for the Headteacher
- ◆ meet periodically with the Link Governor for your Curriculum Area
- ◆ chair curriculum area meetings and attend Team Leader meetings in accordance with the published schedule
- ◆ actively contribute to the school's procedure for self evaluation.

## 3. **Leading and Managing Staff**

The main accountabilities are to:

- ◆ lead, manage and co-ordinate the work of the Curriculum Area team and encourage the process of team building
- ◆ allocate teachers to teaching groups and manage staff in the Curriculum Area
- ◆ monitor staff absence within the Curriculum Area and provide appropriate support and guidance
- ◆ oversee and support the professional conduct of Curriculum Area staff. Monitor and advise staff on appropriate professional conduct
- ◆ induct new staff to the department including newly qualified teachers in accordance with school policy and to oversee the work of initial teacher trainees as appropriate

- ◆ represent department views through attendance at appropriate meetings and provide appropriate feedback
- ◆ meet formally with the link SLT member at least on a termly basis
- ◆ ensure the school's Performance Management Policy is implemented for all Curriculum Area staff
- ◆ to participate in relevant courses related to the role of Curriculum Area Leader and keep abreast of current or new developments in the subject and the curriculum
- ◆ actively encourage and assist members of the department team in their own professional development, recognising their training needs.
- ◆ organise, chair and arrange for the recording of meetings of the Curriculum Area team according to the agreed school schedule. Ensure that minutes of meetings are circulated to team members and the SLT link member
- ◆ actively encourage and assist members of the department team in their own professional development
- ◆ participate in the selection and appointment of teaching and support staff to the Curriculum Area and to contribute to references for staff
- ◆ ensure that cover work is provided for classes when staff are absent and support the work of Class Supervisors / cover teachers within the Curriculum Area
- ◆ ensure that school policies are implemented by all staff within the Curriculum Area.

#### 4. **Efficient and effective deployment of resources**

The main accountabilities are to:

- ◆ ensure and oversee ordering, maintenance and accountability for the teaching and learning resources within the department
- ◆ ensure the care of rooms and other spaces, including furnishings and fittings, in the Curriculum Area
- ◆ ensure the school's Health and Safety Policy is implemented and monitored in the Curriculum Area including appropriate risk assessments when necessary
- ◆ ensure that all classrooms and corridors in the Curriculum Area have displays of material including students' work which is regularly updated
- ◆ manage the department budget effectively
- ◆ maintain and regularly update the Curriculum Area inventory of equipment and audit on an annual basis.

## 5. **Other Accountabilities**

- ◆ ensure a programme of extra-curricular takes place throughout the year.
- ◆ undertake Senior Staff Duty for one hour per week as part of the published rota.

This job description will be reviewed periodically.

### Note

This job description is intended to assist the post holder and others in defining the role. It is intended to be a helpful guideline and does not form any part of a legal contract. It does not replace the 'Conditions of Employment of School Teacher' schedule 3 of the Teachers Pay and Conditions Act 1996, which defines a teacher's duties. The description has been drawn up with reference to the Act and attempts to outline the duties and responsibilities which can be reasonably expected by a Headteacher at Jack Hunt School.



## **APPOINTMENT OF CURRICULUM AREA LEADER FOR ENGLISH (TLR 1b £9,928)**

**For a truly outstanding candidate there is the possibility of membership of  
the Extended Senior Leadership Team at L10**

*The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### **The Post**

We are seeking to appoint an experienced teacher with an excellent track record of improving results who will lead our English Curriculum Area into its next phase of development.

If appointed you will, besides teaching English, join a House team in the school and have responsibility for a Tutor Group. A generic job description for a Curriculum Area Leader is on the website.

### **Pay and Conditions of Service**

Teachers are employed at the school under the pay structure and conditions of service agreed nationally and as set out in the 'School Teachers Pay and Conditions Document 2019'. The Trustees have their own pay policy in line with this document.

The successful applicant will be registered with the Teaching Regulation Agency (TRA) and will be contracted to the Teachers Superannuation Scheme unless he/she opts out.

The Trustees of the school fully recognise the teacher associations and unions and a mechanism is in place for consultation with Union representatives on relevant issues.

If you are appointed to a teaching post, it will be on the understanding that you are prepared to undergo a Enhanced DBS check and if necessary, a medical examination.

### **Application Procedure**

To apply you will need to go the Careers Page on our school website [www.jackhunt.net/careers](http://www.jackhunt.net/careers) and click on the relevant post and then click on apply now button. As part of the application, you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed in the table below and commenting on:

- Why the position of Curriculum Area Leader English attracts you and indicate what experience and skills you could bring to the role.

Closing date is Wednesday 11 December 2019 at 9.00 am.

Interviews will be held on Wednesday 18 December 2019.

Thank you in advance for your application. If you have had no response by Friday 13 December 2019 please assume that on this occasion your application has not been successful. We are unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted. However, I hope you will obtain a suitable appointment in the very near future.





**Person Specification**

<b>Attributes</b>	<b>Essential</b>	<b>✓ Desirable</b>	<b>✓ How Assessed</b>
1. Qualifications and Training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Graduate</li> <li>• Evidence of preparation for a management post</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> </ul>
2. Experience	<ul style="list-style-type: none"> <li>• Evidence of successful and effective teaching to the secondary age group</li> <li>• Experience and understanding of teaching a wide range of ability including SEN and Gifted and Talented</li> <li>• Experience of teaching GCSE and AS/A2 Level or equivalent</li> <li>• Experience of implementing systems and processes to monitor and evaluate learning and teaching</li> <li>• Experience of successful strategies for the raising of student achievement/attainment over time</li> <li>• Experience of strategies for the effective management of students</li> <li>• Experience of working successfully with partners in the local community</li> <li>• Experience working with parents and external agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Post-16 experience and understanding of lifelong learning principles</li> <li>• Experience of a multi-cultural school</li> <li>• Experience of a large 11-18 school</li> <li>• Experience of leading policy development and implementation</li> <li>• Experience of Performance Management</li> <li>• Awareness and commitment to achieving key targets within the 14-19 local and national agenda</li> <li>• Experience of evaluating the quality of learning/teaching using Ofsted criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interview</li> <li>• Teaching task</li> </ul>
3. Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Ability to lead and work in a team</li> <li>• Secure subject knowledge</li> <li>• Ability to motivate staff and students and to convey enthusiasm for learning and teaching</li> <li>• Keep abreast of subject developments</li> <li>• Understanding of equal opportunities issues in schools</li> <li>• Knowledge and understanding of how to enhance literacy, numeracy and ICT in teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of the importance of Specialist School ethos</li> <li>• Sound knowledge of national policies and developments in education</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interview</li> <li>• Teaching task</li> </ul>



## Job Specific Information

Attributes	Essential	✓ Desirable	✓ How Assessed
4. Skills and Personal Qualities	<ul style="list-style-type: none"><li>• Enthusiasm, ambition and vision</li><li>• Commitment to raising achievement, attainment and aspirations of students</li><li>• Personal and professional commitment to the philosophies of the school</li><li>• Able to communicate effectively orally and in writing</li><li>• Ability to form good relationships with students, adults and parents</li><li>• Proven classroom management skills</li><li>• Ability to work collaboratively within a team</li><li>• Ability to be well organised and efficient including completing agreed tasks within set timescales</li><li>• High level of interpersonal skills</li><li>• Sound ability to use ICT packages and systems</li></ul>		<ul style="list-style-type: none"><li>• Application form</li><li>• Letter of application</li><li>• References</li><li>• Interview</li></ul>