

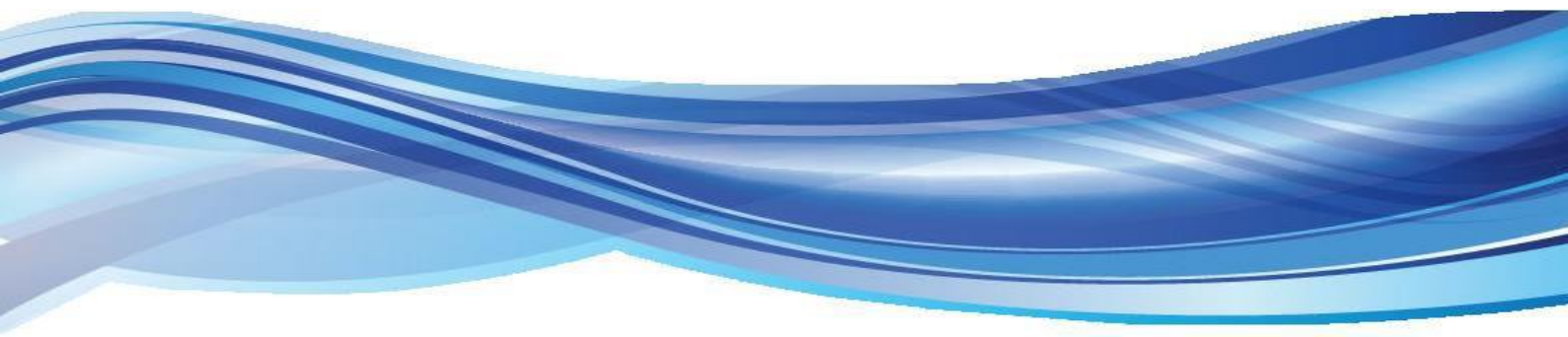
Head of Department for English

New River College Secondary
NRC/542

Closing Date: Midnight Tuesday 4th February 2020

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Post Ref: NRC/542

London Borough of Islington
Schools HR Services
4th Floor, 222 Upper Street
London Borough of Islington
N1 1XR

Fax: 020 7527 5810

E-mail: schoolsrecruitment@islington.gov.uk

Dear Applicant

RE: Head of Department for English – NEW RIVER COLLEGE SECONDARY

Thank you for your interest in this post.

Please apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link.

*Your application must be submitted on-line no later than **Midnight Tuesday 4th February 2020**.*

In addition, please note the following:

- CVs will not be accepted.
- References will be sought for short listed candidates prior to the interview date.

If you need any assistance, please email schoolsrecruitment@islington.gov.uk quoting reference **NRC/542**.

Yours sincerely
Schools HR

**Head of Department for English
New River College Secondary**

Salary Grade Range: MPS/UPS + TLR2 + SEN 1

Actual Salary Range: £30,480 to £49,571 + £4,623 (TLR2) + £2,209 (SEN 1) per annum

Contract Status: 32.5 hours per week, Full-time, Permanent

Required for April 2020

Thinking of a role to further your teaching career?

Are you ready for a new challenge?

New River College Secondary can provide both.

This is a fantastic opportunity for an outstanding teacher who is looking for a new challenge and has a flexible approach, to join a committed team at New River College as Head of English.

The post holder will need to be a confident and effective teacher who can lead the English department and deliver exciting and fun lessons. We are looking for a teacher who relishes a challenge, who wants to try new ideas and who genuinely wants to contribute to the lives of young people with drive and passion. You will need to be a dynamic and resourceful manager to lead English across all sites of New River College including the specialist intervention team.

Many of our pupils are below national age related literacy and numeracy levels when they arrive. Ability to engage children with SEMH is more important than the phase you are used to teaching so both **primary and secondary** trained teachers are encouraged to apply. Experience of a teaching a second subject would be beneficial, a willingness to do so is essential.

New River College comprises of three pupil referral units in Islington (primary, secondary and medical), for pupils with social, emotional and mental health challenges (SEMH). We teach children and young people aged five to sixteen years old who have been permanently excluded or participate in our preventative programmes to address their behaviour, and children and young people with complex SEMH or medical needs. New River College Secondary is split across two sites so a willingness to teach on multiple sites is essential.

We offer a core curriculum to all pupils which includes English, Maths, Science, Humanities and a selection of foundation subjects. We also work with a number of alternative providers around enhanced learning opportunities.

Closing date: **Midnight Tuesday 4th February 2020**

Shortlisted candidates will be notified by: **Wednesday 5th February 2020**

Interviews will be held on: **Tuesday 11th & Wednesday 12th February 2020**

For background information visit our website www.newrivercollege.co.uk or for an informal discussion about the post or to arrange a visit please contact the Deputy Headteacher for Teaching and Learning, Michele Lambert on 020 7504 0534 (option 2) or email michele.lambert@nrc.islington.sch.uk.

New River College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will need to undertake an enhanced DBS disclosure. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations the successful applicant will be required to declare.

<p>New River College Pupil Referral Unit JOB DESCRIPTION</p>

POSITION: Head of Department for English

GRADE: MPS/UPS + TLR2 + SEN 1

RESPONSIBLE TO: Deputy Headteacher for Teaching & Learning

RESPONSIBLE FOR: English Teachers

PURPOSE OF THE JOB - HEAD OF DEPARTMENT FOR ENGLISH RESPONSIBILITIES

The postholder is required to carry out the duties of a teacher and subject lead as set out in the Schoolteacher's Pay and Conditions and such specific duties that form part of this job description.

Teachers are responsible to the designated member of SMT for supporting the general good order and discipline of New River College, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of New River College and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of New River College be seen as inter-related.

MAIN DUTIES

Operational/Strategic Planning

- To develop and review the curriculum, resources, schemes of work, assessment and teaching and learning strategies in the School
- To actively monitor and follow up pupil progress
- To work with colleagues to formulate aims, objectives and strategic plans for the subject area which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School
- To lead subject team meetings and moderation process
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the subject area are in-line with national requirements and are updated where necessary, liaising with the School's Health and Safety Manager
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety

Curriculum

- To liaise with the College Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality curriculum programme which complements the School Improvement Plan/School Evaluation
- To be accountable for the development and delivery of the School curriculum
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology

Leading and Managing Staff

- To be a Performance Management Team Leader
- To manage English Teachers across the College
- To provide guidance and support to all members of staff in the delivery of English.
- To plan and deliver INSET
- To promote and guide staff discussion on curriculum planning, teaching and assessment across the curriculum

Staff Development

- To work with the College Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To promote teamwork and to motivate staff to ensure effective working relations

Quality Assurance

- To work with the Senior Leader responsible for Teaching and Learning to set subject area targets within the School and to work towards their achievement
- To develop the effectiveness of teaching and learning styles within subject areas
- To contribute to the school procedures for lesson observation and book monitoring
- To seek/implement modification and improvement where required
- To ensure that the subject area's quality procedures meet the requirements of Self Evaluation and the School Development Plan
- To produce an annual examinations analysis and subject area review as part of the school's self-evaluation cycle

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the subject area on the school's management information system
- To analyse and evaluate, the subject area performance data provided and take appropriate action in response, e.g. strategies/interventions for pupils below expected progress and for the most able pupil premium pupils

Communications

- To ensure that all members of the subject area are familiar with the subjects aims and objectives within the framework of the School Development Plan
- To attend relevant meetings, e.g. borough network meetings, and disseminate information to the subject area staff
- To ensure effective communication/consultation as appropriate with the parents of pupils
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
- To represent the subject area's views and interests

Marketing and Liaison

- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events
- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and the school website

Pastoral System

- To monitor and support the overall progress and development of pupils within the subject area
- To monitor pupil attendance together with pupils' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To ensure the Behaviour Management system is implemented in the subject area so that effective learning can take place

Teaching

- To teach and be responsible for the development and review of the English curriculum, resources, schemes of work, assessment and teaching strategies co-ordination of English across the full age and ability range, with reference to the national curriculum and programmes of study
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- As a second subject, to teach, develop and co-ordinate other subjects across the full age and ability range, with reference to the national curriculum and programmes of study
- To deliver and facilitate dynamic, creative and active lessons in other curriculum areas

Other Specific Duties

- To undertake any other duty as specified by STPCB not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils to follow this example
- To continue personal professional development as agreed
- To engage actively in the performance review process
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate

PERFORMANCE STANDARDS AND PERSONAL RESPONSIBILITIES

- To ensure that all services within the areas of responsibility are provided in accordance with New River College's commitment to high quality service provision
- To ensure that New River College policies and standards are met and adhered to
- At all times to carry out the responsibilities of the post with due regard to New River College's Equal Opportunities policy
- To promote the safeguarding of children

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Job descriptions will be reviewed annually by the management committee / governing body and may be changed after appropriate consultation.

Signed ----- Date-----

**New River College Pupil Referral Unit
PERSON SPECIFICATION**

POSITION: Head of Department for English

GRADE: MPS/UPS + 1 SEN point

RESPONSIBLE TO: Designated member of SMT

ESSENTIAL CRITERIA

EDUCATION AND EXPERIENCE
1. Qualified teacher status
2. At least 3 years successful teaching of the subject area designated in JD, including evidence of involvement in the raising of achievement of challenging pupils
3. Experience of successfully leading a subject area
4. Experience of developing and delivering programmes related to subject area designated in JD
5. A Special Educational Needs qualification or relevant experience in the area of challenging behaviour
6. Evidence of continuing professional development
SKILLS, KNOWLEDGE AND ABILITIES
7. An understanding of methods and good practice in reviewing and evaluating teaching & learning
8. Evidence of clear view about future developments of area of responsibility in a school or PRU, and an ability to manage change
9. Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within a school or PRU
10. An understanding of national developments in the area of social inclusion
11. Knowledge of the National Curriculum, including Programmes of Study and national strategies related to the teaching of the subject area designated in JD
12. Knowledge of a range of accreditation available to students in the subject area designated in JD

13. An understanding of behaviour management strategies
14. Ability to build effective working relationships with a range of partners and stakeholders
15. Ability to motivate colleagues and pupils through a positive and professional attitude
16. Strong interpersonal skills and an ability to communicate clearly both orally and in writing
17. Ability to use key aspects of ICT to present data
18. Excellent behaviour management skills based on a firm but empathetic approach with pupils
19. Demonstrable commitment to inclusive education
20. Capacity to work under pressure and to meet deadlines
21. Capacity to work flexibly and to adapt to the changing needs of the New River College and the PRU
22. Excellent attendance and punctuality
23. Ability to prioritise competing demands
24. Ability to work as part of a team
25. A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service
26. A commitment to deliver services within the framework of New River College's equal opportunities policy
27. Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.