



**Vacancy: Director of English**

**Applicant Information Pack**

# Welcome

Thank you for your interest in the currently advertised position of Director of English at North Huddersfield Trust School.

The school opened in 2011 and continues to go from strength to strength. Judged as ‘good’ during the most recent Ofsted inspection and with a level of pastoral care recognised to be excellent, there is a confidence in the effectiveness of approach and the impact made across all areas. Since its inception, student numbers have doubled, standards have risen and a values focused ethos has been firmly established.

As the new Headteacher, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive. Recruiting staff with the potential to make a significant contribution to this is crucial; the successful candidate will become a member of the extended Senior Leadership Team and be a part of the whole school strategy group that steers policy and practice alongside making both strategic and operational decisions.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it. If you would like to visit the school, information on how to arrange this is included in the ‘Vacancy Details’ section.

Good luck and thank you again for your interest in the position.



Andrew Fell

Headteacher

# Vacancy Details



**Director of English**

 **(With some whole school leadership responsibility)**

**Leadership Scale: L8 – L12**

**Closing date: Tuesday 1st October 2019 (9am)**

**Start date: January 2020**

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school which is outstanding in its work around students' personal development, well-being, safety and security. We continually drive forward standards and are passionate about maximising the potential in all. Our caring and nurturing approach to education within and beyond the classroom contribute to what makes our school a special place both to work and to learn.

We place great value on the fulfilment and well-being of our colleagues; our successes to date are in no small part down to their hard work, commitment and determination and as a relatively new school, our growing student roll enables us to provide opportunities for both personal and career development.

We are seeking to appoint a talented individual with a flair for leadership and innovation, as well as a clear commitment to driving progress and raising attainment in English. The successful candidate will demonstrate exemplary subject knowledge and curriculum awareness, a robust understanding of data and its application to bridge gaps in performance as well as a passion for English and a desire to make it accessible to all students. It is essential that you are an outstanding classroom practitioner and an enthusiastic educationalist capable of providing inspirational leadership.

If you would like further information please contact the Headteacher, Andrew Fell.

Applicants are welcome to visit our school. If you would like the opportunity to visit please email nbrown@nhtschool.co.uk. Dates when we can accommodate visits are detailed below:

**Wednesday 25th September – 8.45am**

**Thursday 26th September – 8.45am**

If you wish to apply for this post please apply through the TES website www.tes.com or North Huddersfield Trust School’s website www.nhtschool.co.uk. Applications should be returned to Mrs Nora Brown, Operations Manager, by email to nbrown@nhtschool.co.uk by **9am** **on Tuesday 1st October**. Interviews are planned for the week commencing 7th October 2019

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.**

Woodhouse Hall Road, Huddersfield, West Yorkshire, HD2 1DJ🕿 01484 452100 [www.nhtschool.co.uk](http://www.nhtschool.co.uk)

# Job description

****

|  |  |
| --- | --- |
| **Role** | Director of Department  |
| **Pay scale** | L8-L12 |
| **Weekly hours** | Full time |

**Role summary**

Take responsibility for aspects of whole school plans as agreed with the Headteacher.

Departmentally, to shape, develop and deliver the national curriculum in the subject area. To shape the vision for the department and to promote a love of the subject across the school. To be accountable for quality student learning and the expected standards of student attainment and achievement with the department through a systematic focus on high quality and innovative teaching.

**Key Responsibilities:**

1. Whole school leadership
2. Departmental leadership
3. Teaching and learning
4. Personal development
5. General

**Duties**

|  |  |
| --- | --- |
| **Key accountabilities** | **Key tasks** |
| Whole school leadership | * Attend meetings of the school’s Strategic Working Party to shape the strategic direction of the school
* Responsible for aspects of whole school development and/or leadership as discussed and agreed with the Headteacher
 |
| Departmental leadership | * Accountable for the performance of the department, including student progress, staff performance and departmental standards
* Accountable for the departmental development plan
* Line manage departmental staff, ensuring staff are motivated and given the opportunity and support to develop their own skills and drive standards within the department
* Attend school meetings on behalf of the department
* Adhere to reporting requirements and deadlines on behalf of the department
 |
| Teaching and learning | * Fulfil the professional responsibilities of teacher standards
* Work within the boundaries of school policy, including appropriate consideration of school budget and resources
* Contribute to the design and delivery of the whole school development plans, taking responsibility for those areas relevant to the subject area as agreed or directed
* Oversee progress of students in the subject area/s and work with departmental colleagues to ensure that assessment is rigorous and interventions are proactively managed
* Responsible for the learning and achievement of all students in allocated classes, ensuring an inclusive and differentiated approach
* Responsible and accountable for achieving at least good outcomes for all students
* Create and maintain a vibrant and positive learning environment where students can thrive
* Responsible for continually driving standards to ensure that all students have the opportunity to maximise their potential
* Adhere to deadlines for all assessment, reporting and other aspects of school life as agreed or directed
* Set an excellent example to students of good behaviour, professionalism and respect
* Consistently uphold the school’s behaviour policy
* Build and maintain positive working relationships with stakeholders, including colleagues, students and parents, ensuring that communication is timely and accurate and in line with the school’s ethos
 |
| Personal development | * Develop self and others through the participation in the school’s continual professional development programme
* Continual development of teaching skills, seeking and / or embracing new and creative techniques and technologies
* Contribute to the school’s extra-curricular and / or transition programmes
* Seek opportunities to develop leadership skills
* Assist in the recruitment of new staff
 |
| General  | * Always uphold the school’s PRIDE agenda
* Adhere to strict standards of confidentiality
* Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance
 |

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

|  |  |
| --- | --- |
| Reports to: | Headteacher |
| Responsible for: | Departmental staff and other staff within agreed whole school focuses |

# PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL | DESIRABLE |
| Education / qualifications | * Degree or equivalent
* Qualified Teacher Status
* Evidence of recent professional development
* A passion for continual professional development
 | * Experience of whole school responsibilities
 |
| Specialist knowledge / skills | * Outstanding high school teacher
* Excellent subject knowledge throughout both KS3 and KS4
* Knowledge and understanding of inclusion in a whole school setting
* Up to date knowledge of curriculum and assessment and how to develop highly effective schemes of work
* Ability to analyse and apply data in developing provision designed to maximise student potential
* Thorough understanding of safeguarding and child protection
* Professional resilience
 | * Evidence of contribution to whole school development
 |
| Leadership / management | * A positive attitude with the ability to lead by example and motivate others
* The ability to delegate effectively in order to support and develop the team whilst maintaining professional accountability
* Ability to set clear and high expectations of others
* The ability to plan and prioritise tasks
* An excellent attention to detail
* Outstanding communication skills
* Proven presentation skills
* Ability to take the lead and effectively delegate
* Good negotiating skills
* Professional resilience
* A sensitive and diplomatic approach
 | * Experience of leading a large team
* Experience of recruitment procedures
* An ability to objectively review procedures and introduce well planned, well communicated changes as required
 |

**Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.**

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.