



Birches Head
Academy
Stoke-on-Trent

Recruitment Pack

**Assistant Head of The
English Department**



Frank Field
Education Trust



INFORMATION FOR APPLICANTS

Thank you for downloading this application pack and for your interest in becoming an Assistant Head of The English Department at Birches Head Academy, in Stoke-on-Trent.

This is an exciting time at the Academy, as we have made dramatic improvements and seen a complete culture change in recent years, resulting in growing numbers of children applying for places.

We have recently joined the Frank Field Education Trust, providing a firm foundation to enable us to flourish. As an Academy within the Frank Field Education Trust, schools will particularly benefit from the Trust's access to services that will improve the support we can offer to all students and families and also from the opportunity to work with like-minded people, who want the best for children and young people. The Academy works in partnership with a number of schools both locally and nationally, including our primary feeder schools and colleges to ensure all students have the very best opportunities and outcomes.

Our vision is to provide:

- An exceptional academic education to all children (Intellectual Capital)
- A values led approach to education for every child (Cultural Capital)

- The right environment for every child to flourish by building learning communities in partnership with parents and carers (Social Capital)

Achieving these commitments will ensure that, when pupils leave the Academy, they are ready for the next step in their journey; leaving with the necessary skills and knowledge, and the desire to serve others, to become the next generation of leaders.

Our determination to do this, in its fullest sense, resonates with our Academy motto inspired by the words of Oscar Romero "Aspire to be More". I have very high aspirations for the young people at Birches Head Academy. I want the very best for them. I want them to 'Aspire to be More'.

If you feel you can make a contribution to this important enterprise and help our children to be the best that they can be, then I look forward to receiving your application.

If you would like to discuss this vacancy or visit the school please contact Mrs J Bracegirdle, Principal's PA and Office Manager, by email at: jbracegirdle@bircheshead.org.uk.

**Ms Katie Dixon
Principal**



A WELCOME FROM THE CEO OF THE FRANK FIELD EDUCATION TRUST



The Frank Field Education Trust (FFET) is a multi-academy trust (MAT) based in two Regional Schools Commissioners areas (L&WY and West Midlands) which aims to build on the work of the Outstanding teachers, leaders and schools within the Trust to serve the most disadvantaged schools and communities in England.

The founder and Chair of the Trust, the Rt. Hon. Lord Frank Field, served for almost 40 years as the Member of Parliament for Birkenhead. During this time, Frank has written extensively on education and, in 2010, wrote "The Foundation Years: preventing poor children becoming poor adults" report, which is regarded as a landmark document regarding the importance of education and Early Years care in ending disadvantage. The review found that the gap in cognitive, social and emotional skills between the most and least disadvantaged students starts well before children enter the education system. This gap widens still further during school years.

Our intention is to work with schools that buck this national trend, with the aim of equalising or bettering life chances by the time our young people leave school. We believe social justice can be achieved through excellence in education.

We welcome applications from people who share our ambition to provide an education for children that is unparalleled in this country and have the enthusiasm and drive to make this a reality.

Mr Tom Quinn
CEO of The Frank Field Education Trust





STOKE-ON-TRENT

The City of Stoke-on-Trent is in the West Midlands and has a population of 270,000, which is predominately white British, but with a significant minority ethnic community. Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development, and education.

The 'Potteries' as Stoke-on-Trent is affectionately called, is renowned for its world-class ceramics industry and industrial heritage. The Midlands power house is driving economic growth and renewed prosperity.

The City boasts a strong cultural tradition with its ceramics and Performing Arts heritage. With an increase in the number of children, education is of critical importance to the future prosperity of the City.



JOB DESCRIPTION: Assistant Head of The English Department

Grade/Salary Scale: MPR to UPR + TLR2B
Reports to: Head of Department

Accountable for:

Under the overall direction of the Head of Department

- Lead, manage and develop agreed Key Stage Curriculum Provision ensuring it meets the needs of all groups of students and covers National Curriculum Requirements
- Lead, manage and develop Schemes of Work and resourcing
- Lead development of pedagogy to ensure teaching & learning in English is consistently good or better, day to day
- Be responsible for the trainee(s) within the department as part of the Trainee Teacher programmes alongside the Head of Department
- Ensure resourcing is managed and caters for the needs of all groups of students
- Lead, manage and develop attainment & progress at agreed Key Stage to ensure department is meeting or above national expectation
- Lead, manage develop and monitor standards in relation to provision and outcome and ensure these are high and in line with school policy in relation to agreed Key Stage
- Co-ordinate intervention and booster programmes, responding to department priorities and student needs, ensuring evaluation and response are rapid
- Co-ordinate assessments for department and support the Subject Leader with co-ordinating main examinations
- Lead, manage and develop functional English
- Lead, manage and develop progress of students in relation to functional English
- With Head of Department to ensure transition from K3-4 is effective and supports progress

Main Purpose of the Role:

Play a major role under the overall direction of the Head of Department

- Formulating the vision, priorities and objectives of the department
- Establishing the policies and practise under which they will be delivered
- Managing staff and resources to that end
- Monitoring progress towards achievement
- Undertake the duties of the Head of Department in their absence.

JOB DESCRIPTION:

Assistant Head of The English Department

General Leadership Responsibilities

Leading, developing and enhancing the practice of others:

- Maintain personal expertise and share this with others
- Act as role model of good classroom practice for other staff, including trainees/NQTs within the department, modelling effective strategies with them
- Plan and implement strategies to improve areas of responsibility, identifying areas for improvement
- Monitor and evaluate the planning of other staff, providing constructive feedback on a regular basis as well as being responsible for completing the model route planning for an agreed Key Stage
- Disseminate examples of effective practice in relation to areas of responsibility
- Ensure that teachers aware of the needs of inclusion of all students and groups and make provision for this in their planning and practise, working with all available partners & resourcing
- Ensure that feedback from observations, scrutinies and analysis of data is appropriately reflected in staffs' planning and practise
- Observe colleagues and provide evaluative feedback of effectiveness
- Ensure performance management arrangements are effectively discharged

Monitoring: As specified by the Principal and in accordance with Academy Calendar

Meeting Attendance: As directed

Other: As a Assistant Head of Department perform such whole Academy duties and perform other reasonable tasks commensurate with the post as requested by the Principal.

PERSON SPECIFICATION: Assistant Head of The English Department

The following lists provide the Essential and Desirable Skills, Qualities, Experience and Qualifications for the Assistant Head of The English Department at Birches Head Academy.

Qualifications

Essential:

- First Degree in area relevant to subject teaching or evidence of relevant level of subject knowledge.
- QTS for secondary education.
- PGCE / teaching qualification for secondary education.
- English and Mathematics at G.C.S.E. / 'O' Level or equivalent and/or sound Literacy and Numeracy skills (ITT accreditation test level).

Experience

Essential:

- Successful secondary teaching practice / record, including creative, engaging lesson planning.
- Experience of, and able to, produce and implement plans and policies
- Experience as a personal tutor / form tutor.
- Evidence of effective team working

Desirable:

- Experience of monitoring and evaluation processes.
- Experience of running extra-curricular activities and trips.
- Evidence of successful leadership of a team, project or initiative.

Specialism

Essential:

- A high level of competence in teaching their subject specialism.
- Ability to develop new and imaginative units of work.
- High levels of subject knowledge and knowledge of statutory requirements relating to their subject specialism.

Desirable:

- Able to use new technologies in the teaching of their specialism.



PERSON SPECIFICATION:

Assistant Head of The English Department

Practical & Intellectual Skills

Essential

- Effective and successful classroom teacher.
- A commitment to effectively making use of ICT.
- Excellent organisational, communication and decision-making skills.
- Good time management skills.
- Good analytical, conceptual and problem-solving skills.

Disposition, Aptitude & Attributes

Essential

- Positive disposition to implementing the Trust's educational vision and the ability to promote and ensure this vision is understood and acted upon by individuals in their team.
- Ability to delegate appropriately and hold other accountable, while, at the same time, accepting accountability for their team and student outcomes, under the supervision of the Head of Department.
- The ability to relate to, and build relationships with, students, parents / carers and other members of the school community.
- High personal standards in terms of attendance, punctuality and meeting deadlines.
- Positive disposition towards inclusion of all students, including those with learning difficulties, in mainstream learning and education.
- Student-focused commitment.
- Solution focused disposition and a positive attitude, particularly to challenge and change.
- Understanding of and commitment to Equal Opportunities issues and principles and the need to apply an equal standard of care to all students.
- Able to work as part of a broader inclusion and student support system.
- Commitment to participative and continuous improvement / development.
- A willingness to participate in after school / extra-curricular activities.
- Ability to work without constant supervision, to provide assistance as and when required, to seek tasks when unoccupied, and think clearly and calmly in an emergency.
- Understanding of the principles of accountability and quality assurance to achieve best possible student outcomes.
- Openness and willingness to learn.
- Resilience.
- Reliability.
- Proactivity.

English Department

This is an exciting time for the English department at Birches Head Academy, which comprises of the Head of Department, an Assistant Head of Department who takes responsibility for KS3, a Literacy Co-ordinator and a Lead Practitioner. There are another four members of teaching staff. Our ethos is one of co-operation, innovation, and teamwork.

At KS4, our students take the Eduqas specification for Language and Literature.

Due to the promotion of the current postholder, we are looking to appoint a highly committed Assistant Head of English, who will lead and teach with enthusiasm, energy and vision, to work with our students and team. Having a strong subject knowledge is essential, as well as: the ability to teach and motivate students at all stages and levels of ability; the energy and insight to contribute to the further development of a progressive department, with a passion to inspire and support our students to achieve their best.



HOW TO APPLY

If you decide to apply for this position, please complete an application form: curriculum vitae alone will not be accepted. Your formal letter of application (supporting statement) should be no longer than two sides of A4 and should address:

- Why you are attracted to this position and Academy
- How your experiences and achievements match the job description and person specification

Please return your completed application to:

Jocey Bracegirdle (PA to the Principal and Office Manager)
at: jbracegirdle@bircheshead.org.uk

Please note, it is the policy of Birches Head Academy to contact shortlisted candidates only.

Key Dates

Closing Date: **Monday 17th May 2021 at 9:00am**

Interviews: **To take place as early as 20th May 2021**

Academy Location

Birches Head Academy
Birches Head Road
Stoke on Trent
ST2 8DD
01782233595
Email: info@bircheshead.org.uk

Additional Information

Ofsted Reports: www.ofsted.gov.uk
Information about Stoke City Council: www.stoke.gov.uk
Frank Field Education Trust: www.ffet.co.uk



ABOUT THE FRANK FIELD EDUCATION TRUST

The Frank Field Education Trust (FFET) is a Multi Academy Trust (MAT) formed with the explicit intention of delivering world-class education. We do this by delivering a curriculum that focuses on developing intellectual, social and cultural capital in our young people, that will enable them to become adults who will have choice-filled lives and be good people. Our Trust has a particular focus on working with the most disadvantaged in our society and we believe, through excellence in our schools, we can ensure that social justice will prevail for all our students and families. There are currently three schools in FFET (and two Associate Schools):

The Ellesmere Port Church of England College

Based in Ellesmere Port, Cheshire, this 11-18 school has been transformed into a high performing College. It is a faith school and, as such, reflects our vision within a Christian context.

Handforth Grange Primary School

Based in Handforth, near Manchester, this outstanding primary school and National Support School leads the way in innovative curriculum development and inclusion.

Birches Head Academy

Based in Stoke, BHA is our newest school to join the Trust and is rapidly growing in pupil numbers as its reputation for inclusion, diversity and excellence spreads amongst its community.

The Frank Field Education Trust is recognised by the Department for Education as a sponsor. This means the Trust has given a commitment to support academies facing all types of challenges, including educational standards and financial viability. Our growth model is established around local hubs within the Lancashire & West Yorkshire and West Midlands RSC regions which will provide education from 3-18 years and also include support from birth to three years.



WHAT FFET HAS TO OFFER OUR STAFF:

- We work collaboratively with academies in our FFET family, allowing our students and staff many opportunities to develop themselves. This is embodied in the FFET vision: 'Social Justice through Excellence in Education'.
- A strong organisational culture and purpose.
- A commitment to staff development and staff well-being.
- A palpable sense of community built on trust and transparency.
- A culture that embraces new ideas and uses innovation for continuous improvement.
- The opportunity to help establish a positive school culture that is focused on achievement and well-being.



GROWING NETWORK

Joined December 2018



The Ellesmere Port
C of E College

Joined February 2019



Handforth Grange
Primary School

October 2020

Christ Church Primary
School joined FFET as an
Associate School

Joined December 2020



Birches Head
Academy

September 2021

Early Life Project begins



Early Life
Programme

November 2020

The Acorns Primary &
Nursery School joined FFET
as an Associate School

September 2021

Launches Education Social
Justice Centre



Education Social
Justice Centre



Part of the

Frank Field

Education Trust

ASPIRE TO BE MORE

Birches Head Academy, Birches Head Road, Stoke-on-Trent, Staffordshire, ST2 8DD

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